



GF-2020-10-00409

PPMP #: 71-5-178-2021-8-0-1



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **BuO**PR #: **GF-2020-10-00409/1087**Date: **10-15-2020**Section/End-User: **Myrna S. Pancito**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Budget-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	36	125.00		4,500.00
2	Chlorine Granules, 1kg/pack	packs	1	85.00		85.00
3	Disinfectant Spray, 340g	can	3	465.00		1,395.00
4	Envelope, Expanding, with garter tie, golden yellow, short	pc	12	11.00		132.00
5	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
6	Folder, Pressboard, US, Yellow, Long	pieces	50	30.00		1,500.00
7	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	20	10.00		200.00
8	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	20	120.00		2,400.00
9	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
10	Paper, Bond, A3, S-24, 80 gsm	reams	1	580.00		580.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
12	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
13	Pen, Permanent Marker, black, fine tip	pieces	12	60.00		720.00
14	Pen, Ball, blue	pieces	36	10.00		360.00
15	Pen, Ball, red	pieces	6	10.00		60.00
16	Pen, Highlighter, orange	pieces	1	46.00		46.00
17	Pen, Highlighter, violet	pieces	1	47.00		47.00
18	Pen, Highlighter, yellow	pieces	1	45.00		45.00
19	Pencil, Lead, #2, w/ eraser	pieces	24	10.00		240.00
20	Record Book, Big, 300 pages	pcs	1	80.00		80.00
21	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
22	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
23	Soap, hand, liquid, 250 ml	btls	6	90.00		540.00
24	Sticky Note, 2 x 3, Yellow	pads	2	79.00		158.00
25	Tape, Double Sided, 3/4" x 10m	rolls	6	26.00		156.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
	TOTAL					25,539.00

Purpose: for office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: MYRNA S. PANCITO	Noted by: MYRNA S. PANCITO	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU