



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

PURCHASE REQUEST

PPMP No. : 3-5-1546-2023-8-0-3

PR No.: GF-2023-10-02595

Date: 10-16-2023

Dept./Office: DA

Category: Office Supplies

Duration: 2023-01-01

Section/End-User: Milesa C. Marsado

Project Title/Code: Department of

to
 2023-12-31

Funding Source: General Fund - MOOE

Agronomy-EXT-69

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500ml	btl	5	125.00		625.00

Specification:

- ?Eliminates at least 99.9% of germs
- ?Safe on skin
- ?At least 70% solution Rubbing alcohol
- ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan
- ?Brand offer should be at least 10 years in the market
- ?at least 5 years expiry

2	Data Filer, Big size, Legal	pieces	15	500.00		7,500.00
3	Folder, File, Long, 14pts, White	piece	103	10.00		1,030.00
4	Ink, Refill, for Permanent Marker, Black, 30ml	btl	5	115.00		575.00
5	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
6	Pen, Sign, .5mm, Gel-type, Blue	piece	52	35.00		1,820.00
7	Pen, Sign, .5mm, Gel-type, Red	piece	10	35.00		350.00
	TOTAL					12,500.00

Purpose: Office Supplies

Checked by:

Funds Available:

SHALOM GRACE C. SUGANO

ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Requested by:

Noted by:

Approved by:

Signature:
 Printed Name:

MILESA C. MARSADO

DIONESIO M. BAÑOC

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU