



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

SCAN HERE



PR-2022-0204-11210

PURCHASE REQUEST

Dept./Office: **VEFI**

PR No.: **STF-2022-02-00085**

Date: **02-04-2022**

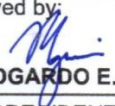
Section/End-User: **Cynthia Y. Manzano**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **VFES**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cartolina, Vellum, White, at least 180gsm	pcs	12	35.00		420.00
2	Class Record (School Register), Long, DepEd (K-12)	pcs	5	60.00		300.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	12	14.00		168.00
4	Envelope, brown, 6 x 9, for report card	pcs	120	1.50		180.00
5	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
6	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
7	Glue, White, All-purpose, 1 gallon	gallons	1	510.00		510.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	35	289.00	CYNTHIA Y. MANZANO	10,115.00
Specification: bright white, high premium quality						
9	Paper, Bond, Long, S-24, 80 gsm	reams	14	328.00	CYNTHIA Y. MANZANO	4,592.00
Specification: bright white, high premium quality						
10	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
Specification: bright white, high premium quality						
11	Paper, Laid 8 x 13 90gsm Ivory	boxes	1	1,415.00		1,415.00
12	Paper, Mimeo, GW, Long, S-18	reams	20	190.00	CYNTHIA Y. MANZANO	3,800.00
13	Pen, Ball, black	pieces	25	10.00		250.00
14	Pen, Ball, red	pieces	20	10.00		200.00
15	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00

TOTAL						25,401.00
Purpose: For procurement of office supplies for CY 2021						
Checked by:			Funds Available:			
 ALICIA M. FLORES			 ALICIA M. FLORES			
TWG - Office Supplies			HEAD, BUDGET OFFICE			
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	 CYNTHIA Y. MANZANO	 MA. RACHEL KIM L. AURE		 EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		