



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0681**

Dept./Office: **OUS**

PR No.: **GF-2024-10-02315**

Date: **10-09-2024**

Section/End-User: **Antonieta Corazon D. Israel**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OUS- 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	1" double sided tape	pcs	5	120.00		600.00
2	A4 Book Paper	reams	6	350.00		2,100.00

Specification:

- A4
- substance 20

3	blue ballpens	pcs	12	25.00		300.00
4	Book Paper	reams	6	350.00		2,100.00

Specification:

- A4
- substance 20

5	durable rubber bands	boxes	2	80.00		160.00
6	Epson L6290 001 Ecotank Ink Black	btls	3	600.00		1,800.00
7	Epson L6290 001 Ecotank Ink Cyan	btls	2	400.00		800.00
8	Epson L6290 001 Ecotank Ink Magenta	btls	2	400.00		800.00
9	Epson L6290 001 Ecotank Ink Yellow	btls	2	400.00		800.00
10	expanded envelope legal	pcs	10	25.00		250.00
11	File Tabbing	boxes	30	220.00		6,600.00

Specification:

- yellow colored
- bindermax
- PVC
- 25 packs/box

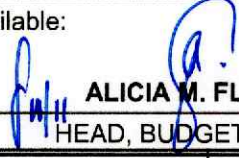
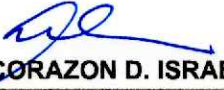
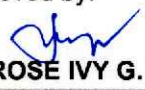
12	good quality correction tape	pcs	6	60.00		360.00
13	green clear book	pcs	3	223.00		669.00

Specification:

- green colored

• refillable • legal • best quality						
14	heavy duty stamp with self-inking pad	unit	1	1,915.00		1,915.00
15	Laminating film	pcs	20	25.00		500.00
Specification: • A4 • 125 mic.						
16	long book paper	reams	12	450.00		5,400.00
Specification: • long size • substance 20						
17	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
18	permanent marker blue	pcs	10	80.00		800.00
Specification: • blue color • broad • fine						
19	permanent marker ink	pcs	5	280.00		1,400.00
Specification: • blue color						
20	Photo paper	packs	10	300.00		3,000.00
Specification: • A4 • glossy • 210 gsm • quality • 10s						
21	Plastic Folders	pcs	100	35.00		3,500.00
Specification: • A4 • white • transparent						
22	record book	pcs	4	250.00		1,000.00
Specification: • 600 leaves						
23	Ring Binder 12mm	pcs	10	25.00		250.00
Specification:						

	• plastic • 84 12mm • 1/2" • black					
24	Ring Binder 25mm	pcs	10	45.00		450.00
	Specification: • plastic • 84 25mm • 1" • black					
25	Ring Binder 38mm	pcs	10	56.00		560.00
	Specification: • plastic • 84 38mm • 1-1/2" • black					
26	Ring Binder 51mm	pcs	10	78.00		780.00
	Specification: • plastic • 84 51mm • 2" • black					
27	Ring Binder 6mm	pcs	12	20.00		240.00
	Specification: • plastic • 84 6mm • 1/4" • black					
28	Stamp Pad	pcs	2	250.00		500.00
	Specification: • big					
29	stamp pad ink	boxes	4	75.00		300.00
	Specification: • blue color					
30	Sticker paper	packs	5	95.00		475.00
	Specification: • A4 • 10 pcs/pack • matte					

• white						
31	storage box	pcs	20	650.00		13,000.00
Specification: • heavy duty • green • with cover						
TOTAL						52,249.00
Purpose: for office use						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by: 		Noted by: 		Approved by: 	
Printed Name:	ANTONIETA CORAZON D. ISRAEL		HAZELLE V. ASALDO		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	