



2020-10-00463

PPMP #: 22-2-350-2021-7-0-4



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

PURCHASE REQUEST

Dept./Office: NARC

PR #: GF -2020-10-00463/1074

Date: 10-14-2020

Section/End-User: Luz O. Moreno

Category: Office Supplies

Funding Source: General Fund - CO *mooe*

Project Title/Code: RJNA 91.015.03

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00	LUZ O. MORENO	375.00
2	Folder, File, Long, 14pts, White	piece	50	10.00	LUZ O. MORENO	500.00
3	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00	LUZ O. MORENO	575.00
4	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	5	115.00	LUZ O. MORENO	575.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00	LUZ O. MORENO	1,445.00
6	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00	LUZ O. MORENO	500.00
7	Pen, Permanent Marker, black, broad tip	pieces	5	60.00	LUZ O. MORENO	300.00
8	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00	LUZ O. MORENO	300.00
9	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00	LUZ O. MORENO	204.00
TOTAL						4,774.00

Purpose: for office supplies

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