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PR-2024-1016-230968



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





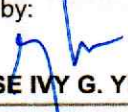
PURCHASE REQUEST

PPMP No. : **PPMP-2025-092924-0714**PR No.: **GF-2024-10-03015**Date: **10-16-2024**Dept./Office: **USHER**Category: **Office Supplies**Section/End-User: **Clara P. Mercado**Project Title/Code: **USHER PPMP (OFFICE SUPPLIES AND LICENSING) 2025**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	20	1,250.00		25,000.00
Specification: Specifications: <ul style="list-style-type: none"> • 70 gsm • Weight per Box: 12kg • Product Dimension: A4: 8.5in x 9in x 12.2in • Color: White • Works with laser/inkjet printers, copiers, and fax machines. • Paper rolls are tightly wound and precisely cut for high-quality output. • Lint-free, bright white paper. • The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality. 						
2	A4 Matte Photo Paper	packs	7	70.00		490.00
Specification: 720 sheets per pack; 140 gsm; double-side						
3	Fastener, Paper, non-rust metal, 50 sets/box	boxes	25	50.00		1,250.00
4	Folder, File, Long, 14pts, White	piece	250	10.00		2,500.00
5	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	15	195.00		2,925.00
6	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	8	85.00		680.00
7	Staple Wire, #35	boxes	20	35.00		700.00
8	Stapler, HD No.35	pc	5	400.00		2,000.00
9	Universal Ink - black (1 liter)	btl	5	450.00		2,250.00
10	Universal Ink - CYAN (1 liter)	btl	3	450.00		1,350.00
11	Universal Ink - MAGENTA (1 liter)	btl	3	450.00		1,350.00

12	Universal Ink - YELLOW (1 liter)	btl	3	450.00	1,350.00
	TOTAL				41,845.00

Purpose: for office use

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES <i>no-25</i>	
TWG - Office Supplies <i>8 10/18/24</i>		HEAD, BUDGET OFFICE	
Signature: Printed Name: CLARA P. MERCADO Designation:	Prepared by:  CLARA P. MERCADO	Noted by:  ELWIN JAY V. YU <i>10-18-24</i> UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU