

SCAN HERE



PR-2023-0817-139128



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

PURCHASE REQUEST

PPMP No. : 246-5-1551-2024-7-0-2

PR No.: GF-2023-08-01880

Date: 08-17-2023

Dept./Office: DSO

Category: Office Supplies

Section/End-User: Junard C. Gucela

 Project Title/Code: DSO-Office of Student Welfare
 Services 2024

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Data Filer, Big size, Legal	pieces	25	500.00		12,500.00
2	Folder, Ordinary, A4	pcs	500	7.00		3,500.00
Specification: Folder, Ordinary, A4						
3	Ink, Epson Premium Dye Ink, 1 liter, black	btls	1	1,700.00		1,700.00
Specification: can be used for Epson L series printers						
4	Ink, Epson Premium Dye Ink, 1 liter, Cyan	btls	1	1,700.00		1,700.00
Specification: can be used for Epson L series printers						
5	Ink, Epson Premium Dye Ink, 1 liter, magenta	btls	1	1,700.00		1,700.00
Specification: can be used in Epson L series printers						
6	Ink, Epson Premium Dye Ink, 1 liter, Yellow	btls	1	1,700.00		1,700.00
Specification: can be used in Epson L series printers						
7	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
Specification: bright white, high premium quality						
TOTAL						24,245.00
Purpose: OFFICE SUPPLIES						

Checked by:		Funds Available:	
SHALOM GRACE C. SUGANO		ALICIA M. FLORES <i>ms</i> 5-10-2024	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JUNARD C. GUCELA	CHONA A. BRIT	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU