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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

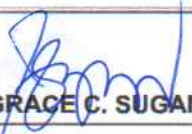


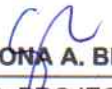

Section/End-User: Junard C. Gucela

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