



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

SCAN HERE



PR-2023-0817-139095

PURCHASE REQUEST

PPMP No. : 21-5-1223-2024-7-0-2

Dept./Office: **ISRDS**

PR No.: **GF-2023-08-01862**

Date: **08-17-2023**

Section/End-User: **Ernesto A. Gonzaga Jr.**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **EXT-01 BIDANI**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	6	140.00		840.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	115.00		690.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
4	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
5	Folder, Expanded, Long (Red)	piece	30	30.00		900.00
6	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
7	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	78.00		234.00
8	Paper Clips Small Vinyl (33MM)	Box of 100's	3	35.00		105.00
9	Paper Clips Small Vinyl (50mm)	Box of 100's	3	40.00		120.00
10	Paper, Book, A4 size, 80 gsm	reams	10	285.00		2,850.00

Specification:

bright white, high premium quality

11	Paper, Book, Long, 8 x 13 S-18	ream	3	220.00		660.00
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Specification:

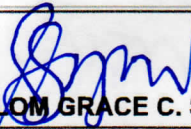
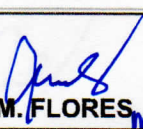

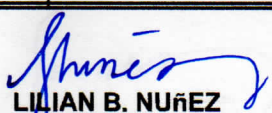
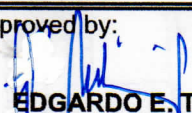
bright white, high premium quality

12	Puncher, 2 holes, heavy duty	pieces	1	315.00		315.00
13	Staple Wire, #35	boxes	5	35.00		175.00
14	Stapler, HD No.35	pc	1	350.00		350.00

TOTAL

8,228.00

Purpose: For office use and training

Checked by:  SHALOM GRACE C. SUGANO		Funds Available:  ALICIA M. FLORES <i>NY 30-7024</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  ERNESTO A. GONZAGA JR.	Noted by:  LILIAN B. NUÑEZ	Approved by:  EDGARDO E. TULIN
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU