



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

PURCHASE REQUEST

PPMP No. : 14-4-675-2023-4-0-1

Dept./Office: DOH

Section/End-User: Aljay D. Valida

Funding Source: Trust Fund

PR No.: TF-2023-07-01112

Category: Office Supplies

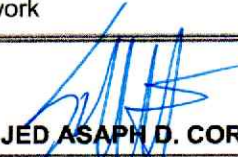
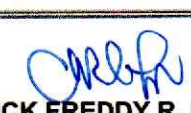
Project Title/Code: 20201050-1.116

Date: 07-13-2023

Duration: 2023-07-08

to
2023-07-08

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00	ALJAY D. VALIDA	1,400.00
2	Ballpen 50 Pieces, Blue	box of 50's	2	500.00	ALJAY D. VALIDA	1,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
3	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	10	70.00	ALJAY D. VALIDA	700.00
4	Duct Tape	pcs	10	100.00	ALJAY D. VALIDA	1,000.00
Specification: 50mm x 20m, Black						
5	Envelope, Expanding, with garter tie, green, long	pc	10	15.00	ALJAY D. VALIDA	150.00
6	Ink, Epson Premium Dye Ink, 1 liter, black	btls	2	1,700.00	ALJAY D. VALIDA	3,400.00
Specification: can be used for Epson L series printers						
7	Ink, Epson Premium Dye Ink, 1 liter, Cyan	btls	1	1,700.00	ALJAY D. VALIDA	1,700.00
Specification: can be used for Epson L series printers						
8	Ink, Epson Premium Dye Ink, 1 liter, magenta	btls	1	1,700.00	ALJAY D. VALIDA	1,700.00

Specification: can be used in Epson L series printers						
9	Ink, Epson Premium Dye Ink, 1 liter, Yellow	btls	1	1,700.00	ALJAY D. VALIDA	1,700.00
Specification: can be used in Epson L series printers						
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00	ALJAY D. VALIDA	1,950.00
11	Magnetic White Board with stand	pc	1	7,000.00	ALJAY D. VALIDA	7,000.00
Specification: size 4x5 feet material aluminum in frame with ABS corner Type Standing Surface Magnetic full length foldable pen tray in the stand 4 casters wheel with lock						
12	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00	ALJAY D. VALIDA	8,670.00
Specification: bright white, high premium quality						
13	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00	ALJAY D. VALIDA	1,640.00
Specification: bright white, high premium quality						
14	Pen, Permanent Marker, black, broad tip	pieces	10	60.00	ALJAY D. VALIDA	600.00
15	Pen, Highlighter, yellow	pieces	10	45.00	ALJAY D. VALIDA	450.00
16	Pen, Whiteboard Marker, black	pieces	10	50.00	ALJAY D. VALIDA	500.00
17	Pencil, Lead, #2, w/ eraser	pieces	20	10.00	ALJAY D. VALIDA	200.00
18	Record Book, Big, 300 pages	pcs	10	110.00	ALJAY D. VALIDA	1,100.00
19	Staple Wire, #35	boxes	10	35.00	ALJAY D. VALIDA	350.00
20	Stapler, HD No.35	pc	2	350.00	ALJAY D. VALIDA	700.00
21	Sticky Note, 3 x 3, Yellow	pads	10	84.00	ALJAY D. VALIDA	840.00
22	Tape, Masking, 1" x 25 yards	rolls	10	48.00	ALJAY D. VALIDA	480.00
TOTAL						37,230.00
Purpose: For office work						
Checked by:  JED ASAPH D. CORTES TWG - Office Supplies				Funds Available:  NICK FREDDY R. BELLO JB HEAD, ACCOUNTING OFFICE		
Signature: Printed Name: Designation:	Requested by:  ALJAY D. VALIDA END USER	Noted by:  ALJAY D. VALIDA UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU			