



PPMP #: 14-5-457-2021-9-0-4



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

PURCHASE REQUEST

Dept./Office: DOH

PR #: GF-2020-10-00150 / 1080

Date: 10-15-2020

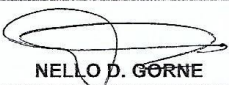
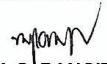
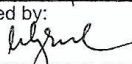
Section/End-User: Rosario A. Salas

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: A.III.a-2021

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	1,440.00	ROSARIO A. SALAS	1,440.00
2	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	30	28.00	ROSARIO A. SALAS	840.00
3	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	30	46.00	ROSARIO A. SALAS	1,380.00
4	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	30	13.00	ROSARIO A. SALAS	390.00
5	Envelope, brown, ordinary, A4 size	pcs	20	10.00	ROSARIO A. SALAS	200.00
6	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00	ROSARIO A. SALAS	250.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00	ROSARIO A. SALAS	190.00
8	Folder, Morocco, Long, w/ plastic binder, Beige	pieces	30	18.00	ROSARIO A. SALAS	540.00
9	Folder, Morocco, Long, w/ plastic binder, Blue	pieces	50	18.00	ROSARIO A. SALAS	900.00
10	Folder, Morocco, Long, w/ plastic binder, White	pieces	30	18.00	ROSARIO A. SALAS	540.00
11	Folder, Ordinary, A4	pcs	40	7.00	ROSARIO A. SALAS	280.00
Specification: Folder, Ordinary, A4						
12	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	50	10.00	ROSARIO A. SALAS	500.00
13	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	30	195.00	ROSARIO A. SALAS	5,850.00
14	Paper, Bond, A4, S-20, 70 gsm	reams	60	253.00	ROSARIO A. SALAS	15,180.00
15	Paper, Bond, Long, S-20, 70 gsm	reams	30	286.00	ROSARIO A. SALAS	8,580.00
16	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00	ROSARIO A. SALAS	250.00
17	Pen, Ball, blue	pieces	100	10.00	ROSARIO A. SALAS	1,000.00
18	Pencil, Lead, #2, w/ eraser	pieces	50	10.00	ROSARIO A. SALAS	500.00
19	Sign pen. Fine Tech. 0.3mm. blue	pieces	73	30.00	ROSARIO A. SALAS	2,190.00

TOTAL					41,000.00
Purpose: Office supplies					
Checked by:  NELLO D. GORNE TWG - Office Supplies			Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by: 	Noted by: 	Approved by: 		
Printed Name:	ROSARIO A. SALAS	ROSARIO A. SALAS	EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		