



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

PURCHASE REQUEST



PR-2024-0124-172559

PPMP No. : 41-1-1493-2024-0-0-1

Dept./Office: NSTP/CWTS

PR No.: STF-2024-01-00267

Date: 01-24-2024

Section/End-User: Marlon V. Dampios

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: ROTC Admin/Logistics Support

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Certificate Holder (A4)	pcs	60	65.00		3,900.00
2	Envelope, Brown, short, good quality	pc	151	5.00		755.00
3	Envelope, Expanding, with garter tie, brown, long	pc	30	20.00		600.00
4	Folder, Pressboard, A4, US Green, Double Fold	pcs	55	50.00		2,750.00
Specification: Folder, pressboard, A4, US Green, double fold						
5	Glue Stick, Small, for Glue Gun	pcs	48	7.00		336.00
6	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	4	250.00		1,000.00
7	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	25	45.00		1,125.00
8	Staple Wire, #10	boxes	1	15.00		15.00
9	Staple Wire, #35	boxes	5	35.00		175.00
10	Stapler, HD No.35	pc	2	400.00		800.00
TOTAL						11,456.00

Purpose: ROTC Admin/Logistics Support	
Checked by:	SHALOM GRACE C. SUGANO
Funds Available:	ALICIA M. FLORES
Requested by:	MARLON V. DAMPIOS
Noted by:	JOY A. BELLEN
Approved by:	DANIEL LESLIE S. TAN
Signature:	OIC-PRESIDENT, VSU
Printed Name:	UNIT HEAD, PROJECT LEADER
Designation:	END USER