



GF-2020-10-00238

PPMP #: 65-5-421-2021-8-0-0



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

446 1734
 10/16/20

PURCHASE REQUEST

Dept./Office: **IAO**PR #: **GF-2020-10-00238 10994**Date: **10-14-2020**Section/End-User: **Ana Marquiza M. Quilicot**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **IAO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
2	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	2	78.00		156.00
3	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	1	500.00		500.00
4	Duster, Feather	pcs	1	45.00		45.00
5	Envelope, Expanding, with garter tie, brown, long	pc	25	15.00		375.00
6	Index Card, 4" x 6", ruled both sides, 100 pcs/pack	pack	1	42.00		42.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
8	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
9	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
10	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
11	Pen, Ball, blue	pieces	10	10.00		100.00
12	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
13	Record Book, Big, 500 pages	pcs	1	115.00		115.00
TOTAL						6,703.00

Purpose: for office use

Checked by:		Funds Available:	
 DOREEN B. ALBA		 MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 10/15	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ANA MARQUIZA M. QUILICOT	ANA MARQUIZA M. QUILICOT	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU