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PR-2025-0505-270237



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-032625-1068

PR No.: GF-2025-05-00571

Date: 05-05-2025

Dept./Office: IHK

Category: Office Supplies

Section/End-User: Roderick M. Unajan

 Project Title/Code: CODE: EXT62 / LANGOY SA
 KALUWASAN

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Paper One bond paper	ream	10	1,500.00		15,000.00
2	bond paper, long	ream	5	350.00		1,750.00
3	Cartolina, Vellum, White, at least 180gsm	pcs	20	35.00		700.00
4	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	20	198.00		3,960.00
5	Envelope, Expanding, with garter tie, golden yellow, short	pc	20	15.00		300.00
6	Pen, Ball, blue	pieces	54	10.00		540.00
7	Staple Wire, #35	boxes	10	35.00		350.00
8	Stapler, HD No.35	pc	4	400.00		1,600.00
9	Tape, Duct, 2" x 25m, Black/Grey	rolls	5	180.00		900.00
TOTAL						25,100.00

Purpose: Office supplies for the production of resource materials and certificates

Checked by: VIVIAN V. BALBARINO		Funds Available: ALICIA M. FLORES	
TWG - Office Supplies <i>6/3/25</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by: RODERICK M. UNAJAN	Noted by: MARY JEAN M. SAPAN	Approved by: PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU