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PR-2023-0215-96615



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

PURCHASE REQUEST

PPMP No. : 90-1-897-2023-7-0-3

PR No.: STF-2023-02-00209

Date: 02-15-2023

Dept./Office: OHIGP

Category: **Office Supplies
and General Merchandise
Products**

Section/End-User: Marvin B. Bandalan

Project Title/Code: VSU-GBR 2023

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cotton, 400g	packs	1	300.00		300.00
2	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	5	150.00		750.00
Specification:						
3	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
4	Pen, Permanent Marker, green, broad tip	pieces	3	60.00		180.00
5	Pen, Ball, blue	pieces	10	10.00		100.00
6	Puncher, Heavy Duty	pieces	1	450.00		450.00
7	Rag, (for cleaning & wiping)	pieces	50	5.00		250.00
8	Stamping Pad size 4	pieces	1	134.00		134.00
9	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	50	40.00		2,000.00
10	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
11	Tape, Masking, 2" x 25 yards	rolls	10	95.00		950.00
12	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
TOTAL						6,439.00

Purpose: VSU Garden Beach Resort use.

Checked by:

JED ASAPH D. CORTES

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies and General Merchandise Products

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

MARVIN B. BANDALAN

END USER

Noted by:

ARGINA M. POMIDA

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU