PPMP #: ***26-4-1232-2021-4-0-0***

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

TF-2021-06-00396

PURCHASE REQUEST

PR #: **TF-2021-06-00396**   Date: **06-23-2021**

Dept./Office: **ITEEM**

Section/End-User: **Cecilio M. Benitez**

Funding Source: **Trust Fund**

Category: **Office Supplies**

Project Title/Code: **FISH CORAL RESEARCH PROJECT 20201050-10.108 (ADMINISTRATIVE COST)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Alcohol, Isopropyl, 70% solution, 500mL**	btls	10	140.00		1,400.00
2	**Paper, Bond, A4, S-24, 80 gsm**	reams	10	289.00		2,890.00
3	**Paper, Bond, Long, S-20, 70 gsm**	reams	5	286.00		1,430.00
4	**Paper, Bond, Short, S-20, 70 gsm**	reams	5	245.00		1,225.00
5	**Pen, Permanent Marker, black, fine tip**	pieces	12	60.00		720.00
6	**Pen, Permanent Marker, red, fine tip**	pieces	12	60.00		720.00
7	**Pen, Ball, red**	pieces	24	10.00		240.00
8	**Pen, Sign, .5mm, Gel-type, Blue**	piece	36	35.00		1,260.00
9	**Pen, Whiteboard Marker, red**	pieces	12	50.00		600.00
10	**Pen, Whiteboard Marker, black**	pieces	12	50.00		600.00
11	**Pencil, Lead, #2, w/ eraser**	pieces	24	10.00		240.00
12	**Tape, Masking, 1" x 25 yards**	rolls	10	48.00		480.00
13	**Tissue, Bathroom, 2 Ply, 12rolls/pack**	pack	2	204.00		408.00
	TOTAL					**12,213.00**

Purpose: offfice supplies

Checked by:	Funds Available:
DOREEN B. ALBA	**ERLINDA S. ESGUERRA**
TWG - Office Supplies	HEAD, ACCOUNTING OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	**CECILIO M. BENITEZ**	**HUMBERTO R. MONTES**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU