



PPMP #: 13-5-485-2021-9-0-4



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

## PURCHASE REQUEST

Dept./Office: **DOE**PR #: **GF-2020-10-00245/1192**Date: **10-14-2020**Section/End-User: **Carlito O. Suganob**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Ext. 64- DOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, Plastic, Long, with Handle	pcs	50	100.00		5,000.00
Specification:						
2	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige	ream	1	450.00		450.00
3	Notebook, Spiral 60 leaves	pcs	50	23.00		1,150.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	4	253.00		1,012.00
5	Paper, Bond, Long, S-20, 70 gsm	reams	2	286.00		572.00
6	Pen, Permanent Marker, black, fine tip	pieces	20	60.00		1,200.00
7	Pen, Permanent Marker, blue, fine tip	pieces	20	60.00		1,200.00
8	Pen, Ball, black	pieces	24	10.00		240.00
9	Pen, Ball, blue	pieces	24	10.00		240.00
<b>TOTAL</b>						<b>11,064.00</b>
Purpose: For office use.						
Checked by:  <b>DOREEN B. ALBA</b> TWG - Office Supplies				Funds Available:  <b>MYRNA S. PANCITO</b> HEAD, BUDGET OFFICE		
Signature:	Requested by:  <b>CARLITO O. SUGANOB</b>	Noted by:  <b>BRENDA M. RAMONEDA</b>	Approved by:  <b>EDGARDO E. TULIN</b>			
Printed Name:	<b>CARLITO O. SUGANOB</b>	<b>BRENDA M. RAMONEDA</b>	<b>EDGARDO E. TULIN</b>			
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>			