



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

PURCHASE REQUEST

PPMP No. : 39-5-2095-2023-7-0-6

PR No.: GF-2023-09-02149

Date: 09-04-2023

Dept./Office: CN

Category: Office Supplies

Section/End-User: Charita D. Barbosa

Project Title/Code: Increase in capacity of Nursing and Allied Health Program

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color	pcs	10	205.00		2,050.00
2	Certificate Holder (A4)	pcs	150	65.00		9,750.00
3	Fastener, Paper, non-rust metal, 50 sets/box	boxes	55	50.00		2,750.00
4	Folder, File, Long, 14pts, White	piece	250	10.00		2,500.00
5	Folder, Pressboard, US, Blue, Long	pieces	150	30.00		4,500.00
6	Folder, Pressboard, US, Green, Long	pcs	152	30.00		4,560.00
7	Laminating Film, A4, 100 shts/box, 250 microns	boxes	29	1,430.00		41,470.00
8	Laminating Film, Short, 100 shts/box, 250 microns	box of 50's	8	1,640.00		13,120.00
9	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
Specification: bright white, high premium quality						
10	Table Fork, Stainless steel, 1 doz	dozen	3	205.00		615.00
Specification: Table Fork, Stainless steel						
11	Table Spoon, Stainless steel	dozen	3	205.00		615.00
Specification: Table spoon, stainless steel						
12	Window Blinds Block-out Roll-up Roller Shade, 71" x 76"	pcs	3	8,000.00		24,000.00
Specification: <ul style="list-style-type: none"> Fabricated exactly according to indicated size: 71"(W)x 76"(H) HEAVY-DUTY Block-out Roller Shades Material: 100% polyester fabric coated with 100% blackout white backing 						

- Protected Thermal Insulated Fabric, UV Protection
- Lift or lower smoothly using a chord
- Can easily be cleaned by simply wiping with a damp cloth
- Color: off-white or close to similar
- All mounting hardware included
- On-site installation included

	TOTAL						118,580.00
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Purpose: use for college

Checked by:


SHALOM GRACE C. SUGANO

Funds Available:


ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE *for 201 office move*

Signature:

Printed Name:

Designation:

Requested by:


CHARITA D. BARBOSA

END USER

Noted by:


MICHELLE C. TOLIBAS

UNIT HEAD, PROJECT LEADER

Approved by:


EDGARDO E. TULIN

PRESIDENT, VSU