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PR-2024-0116-170344



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

PURCHASE REQUEST

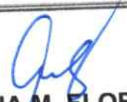
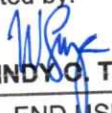
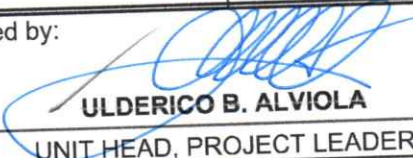
PPMP No. : 131-5-1544-2024-7-0-2

PR No.: GF-2024-01-00116

Date: 01-16-2024

Dept./Office: **MMDC**Category: **Office Supplies**Section/End-User: **Windy O. Tuyan**Project Title/Code: **UNIVERSITY INTEGRATED MEDIA CENTER-2024**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	200.00		400.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
4	Book Stand/Organizer	pcs	10	130.00		1,300.00
Specification: Metal Bookends Stand Desk Organizer, Book Holder						
5	Disinfectant Spray, 170g	can	3	280.00		840.00
6	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	2	445.00		890.00
7	Drone Bag	pc	1	800.00		800.00
Specification: • Storage Bag Travel Backpack Carrying Case, compatible for DJI AIR 2S						
8	Gel Ink Sign Pen 0.5, blue	pcs	25	30.00		750.00
9	ID Holder	pcs	50	10.00		500.00
Specification: A6 Ordinary ID Holder vertical						
10	Insect Killer Spray	500ml/bot	3	270.00		810.00
Specification: Multi-insect killer (water-based) 500ml						
11	Paper, Bond, A4, S-24, 80 gsm	reams	3	289.00		867.00

Specification: bright white, high premium quality					
12	Photo Paper Glossy A4	sheets	5	150.00	750.00
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM					
13	Photo Paper Matte A4	sheets	12	80.00	960.00
Specification: Photo Paper Matte A4 20sheets/pack 230GSM					
14	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00	204.00
15	Vellum Paper A4	reams	5	290.00	1,450.00
Specification: 100pc/pack 220gsm A4 Vellum, white color					
16	Vellum Paper Letter	reams	5	290.00	1,450.00
Specification: 100pc/pack 220gsm Letter/Short Vellum, white color					
TOTAL					12,941.00
Purpose: For office uses.					
Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: 		Noted by: 		Approved by: 
Printed Name:	WINDY O. TUYAN		ULDERICO B. ALVIOLA		DANIEL LESLIE S. TAN
Designation:	END USER		UNIT HEAD, PROJECT LEADER		OIC-PRESIDENT, VSU