



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

SCAN HERE



PR-2025-0829-293834

PURCHASE REQUEST

PPMP No. : **PPMP-2025-072125-1325**

PR No.: **GF-2025-07-00879**

Date: **08-29-2025**

Dept./Office: **DALL**

Category: **Office Supplies**

Duration: **2025-03-05**

Section/End-User: **Daisy P. Acoritay**

Project Title/Code:

to

Funding Source: **General Fund - MOOE**

DALL.FHSS.0325-1225.01

2025-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	1	368.00		368.00
2	Gel Ink Sign Pen 0.5, blue	pcs	10	30.00		300.00
3	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	2	1,250.00		2,500.00

Specification:

Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

4	White Board Marker Black	pc	1	85.00		85.00
TOTAL						3,253.00

Purpose: Research Project

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Prepared by:

Noted by:

Approved by:

Printed Name:

DAISY P. ACORITAY

DAISY P. ACORITAY

PROSE IVY G. YEPES

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU