

SCAN HERE



PR-2024-1009-229470



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-093024-0731**Dept./Office: **DAS**PR No.: **GF-2024-10-02768**Date: **10-09-2024**Section/End-User: **Poca Joe A. Didal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Advanced Education Lab Share 2025**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|------------------------------------------------------------------------|--------------------------------------------------------------|-------|------------------------------|------------------------------------------------------------------------|---------------------------|------------------|
| 1 | Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box | boxes | 9 | 25.00 | | 225.00 |
| 2 | Paper, Bond, A4, S-24, 80 gsm | reams | 30 | 289.00 | | 8,670.00 |
| Specification: bright white, high premium quality | | | | | | |
| 3 | Paper, Bond, Long, S-24, 80 gsm | reams | 100 | 328.00 | | 32,800.00 |
| Specification: bright white, high premium quality | | | | | | |
| TOTAL | | | | | | 41,695.00 |
| Purpose: Office Supplies | | | | | | |
| Checked by: VIVIAN V. BALBARINO TWG - Office Supplies | | | | Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE | | |
| Signature: | Prepared by: | | Noted by: | | Approved by: | |
| Printed Name: | POCA JOE A. DIDAL | | MANUEL D. GACUTAN JR. | | PROSE IVY G. YEPES | |
| Designation: | | | UNIT HEAD, PROJECT LEADER | | PRESIDENT, VSU | |