OR# 1024
7/7/21

PPMP #: *32-4-607-2021-5-0-5*

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

TF-2021-07-00421

PURCHASE REQUEST

Dept./Office: **CVM**

PR #: **TF-2021-07-00421**

Date: **07-05-2021**

Section/End-User: **Joel M. Israel**

Category: **Office Supplies**

Funding Source: **Trust Fund**

Project Title/Code: **DOST-NRCP 20201050-10.6.23**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Alcohol, Ethyl, 70% solution, 500mL**	btls	5	125.00		625.00
2	**Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box**	boxes	15	20.00		300.00
3	**Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box**	boxes	20	13.00		260.00
4	**Folder, File, Long, 14pts, White**	piece	12	10.00		120.00
5	**Folder, File, Short, 14pts, White**	piece	12	8.00		96.00
6	**Folder, Pressboard, US, Green, Long**	pcs	12	30.00		360.00
7	**Folder, Pressboard, US, Green, Short**	pcs	12	29.00		348.00
8	**Ink, Refill, for Permanent Marker, Black, 30mL**	btls	1	115.00		115.00
9	**Paper, Bond, A4, S-24, 80 gsm**	reams	15	289.00		4,335.00
10	**Pen, Permanent Marker, black, broad tip**	pieces	5	60.00		300.00
11	**Pen, Ball, blue**	pieces	24	10.00		240.00
	TOTAL					**7,099.00**

Purpose: for project use

Checked by:	Funds Available:
DOREEN B. ALBA	**ERLINDA S. ESGUERRA**
TWG - Office Supplies	HEAD, ACCOUNTING OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	**JOEL M. ISRAEL**	**ANA MARQUIZA M. QUILICOT**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU