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PR-2024-1004-227653



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0016**Dept./Office: **ASO**PR No.: **GF-2024-10-02045**Date: **10-04-2024**Section/End-User: **Elizabeth A. Italo II**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ASO PPMP-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	DATA FILE BOX/BOX FILE/MAGAZINE BOX MADE OF CHIPBOARD SIZE: 15.5" X 9.5" X 4.5" RED/MAROON	piece	20	150.00	RYSAN C. GUINOCOR	3,000.00

Specification:

DATA FILE BOX/BOX FILE/MAGAZINE BOX MADE OF CHIPBOARD SIZE: 15.5" X 9.5" X 4.5" RED/MAROON



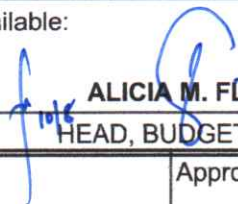
2	Disinfectant Spray, 340g	can	3	465.00	RYSAN C. GUINOCOR	1,395.00
3	Folder, File, Long, 14pts, White	piece	200	10.00	RYSAN C. GUINOCOR	2,000.00
4	Glue Pen, Clear, 50mL	tubes	10	25.00	RYSAN C. GUINOCOR	250.00
5	Paper, Bond, A3, S-24, 80 gsm	reams	1	580.00	RYSAN C. GUINOCOR	580.00

Specification:

bright white, high premium quality

6	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00	RYSAN C. GUINOCOR	14,450.00
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Specification:

bright white, high premium quality						
7	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00	RYSAN C. GUINOCOR	6,560.00
Specification: bright white, high premium quality						
8	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	6	250.00	RYSAN C. GUINOCOR	1,500.00
9	Tape, Masking, 1" x 25 yards	rolls	3	48.00	RYSAN C. GUINOCOR	144.00
10	Tape, Transparent, 24mm x 50m	rolls	5	120.00	RYSAN C. GUINOCOR	600.00
11	Waterproof Printable Vinyl Sticker Paper, Glossy A4 Size, (20 Sheet)	packs	10	300.00	RYSAN C. GUINOCOR	3,000.00
Specification: • Compatible with any printer that has a photo printing feature. • Recommended to use pigment ink • High-quality sticker material • Glossy. • waterproof • tough durability • color perspective, detailed • sharp presentation • vivid color • Compatible with all Epson printers • Compatible with HP ENVY 5055, Brother MFC-J805DW, Canon TS9120 Wireless Printer, HP OfficeJet 5255, Epson WorkForce WF-7710, Canon Pixma iX6820, Brother MFC-J895DWWireless, Epson Expression ET-2750, Canon Pixma Pro-100, Epson SureColor P600						
TOTAL				33,479.00		
Purpose: OFFICE USE						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES 100.25 HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	ELIZABETH A. ITALIO II	RYSAN C. GUINOCOR		PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		