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PR-2024-0311-184751



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

PURCHASE REQUEST

PPMP No. : 138-1-2086-2024-1-0-6

Dept./Office: VIHS

PR No.: STF-2024-03-00871

Date: 03-11-2024

Section/End-User: Mark John M. Managbanag

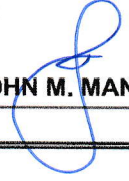
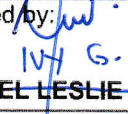
Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: VSUIHS Office Equipment

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	30	56.00		1,680.00
2	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00		575.00
3	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	5	115.00		575.00
4	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
5	Pen, Permanent Marker, blue, broad tip	pieces	10	60.00		600.00
6	Pen, Whiteboard Marker, black	pieces	120	50.00		6,000.00
7	Pen, Whiteboard Marker, blue,	pieces	120	50.00		6,000.00
8	Permanent Marker, Black, Broad tip, 12pcs	boxes	5	700.00		3,500.00
9	Permanent Marker, Blue, Broad tip, 12pcs	boxes	5	700.00		3,500.00
10	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	2	1,500.00		3,000.00
11	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	20	146.00		2,920.00
12	Sticky Note, 3 x 3, Yellow	pads	20	84.00		1,680.00
13	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00		790.00
14	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	6	1,680.00		10,080.00
TOTAL						41,500.00

Purpose: For office use & repair

Checked by:  SHALOM GRACE C. SUGANO		Funds Available:  ALICIA M. FLORES <i>FF38</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  MARK JOHN M. MANAGBANAG	Noted by:  SHALOM GRACE C. SUGANO	Approved by:  DANIEL LESLIE S. TAN
Printed Name:			<i>PROSECUTOR G. YEPES</i>
Designation:		UNIT HEAD, PROJECT LEADER	<i>Dr. PRESIDENT, VSU</i>