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PR-2024-1008-228795



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0083**Dept./Office: **DGE**PR No.: **GF-2024-10-02427**Date: **10-08-2024**Section/End-User: **April G. Bulawan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DGE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	20	160.00		3,200.00
2	Chalk, White, Dustless, 100 pcs/box	boxes	7	75.00		525.00
3	Fastener, Paper, plastic, 50 sets/box	boxes	5	40.00		200.00
4	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	60	289.00		17,340.00
Specification: bright white, high premium quality						
6	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
7	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00	FLORENTINO F. MORALES JR.	1,020.00
TOTAL						29,345.00

Purpose: To office materials and instruction

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>8/10/24</i>			Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by: APRIL G. BULAWAN	Noted by: FLORENTINO F. MORALES JR. UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU		
Printed Name:					
Designation:					