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PR-2024-1007-228555



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0666**Dept./Office: **DSO**PR No.: **GF-2024-10-02342**Date: **10-07-2024**Section/End-User: **Junard C. Gucela**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CJPSO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
2	Dishwashing Sponge	pcs	5	35.00		175.00
3	Green Data Filer, Legal, Double	pc	8	200.00		1,600.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
5	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
6	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	20	45.00		900.00
7	Pen, Sign, .5mm, Gel-type, Blue	piece	25	35.00		875.00
8	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	400.00		400.00
TOTAL						10,365.00

Purpose: used for the Office Supplies

Checked by:

VIVIAN V. BALBARINO
TWG - Office Supplies *10/8/24*

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

JUNARD C. GUCELA

Noted by:

KENT JAN A. BELDIA

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU