



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

## PURCHASE REQUEST

PPMP No. : 19-5-1591-2024-10-0-3

Dept./Office: FARM I

PR No.: GF-2023-11-02752

Date: 11-13-2023

Section/End-User: Vanessa May B. Milan

Category: Office Supplies

Duration: 2024-01-01

Funding Source: General Fund - MOOE





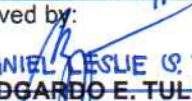
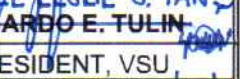
Project Title/Code: TP.UF.009

to  
2024-01-01

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	Data Filer, Big size, Legal	pieces	5	500.00		2,500.00
3	Envelope, Expanding, Plastic, Long, with Handle	pcs	10	100.00		1,000.00
Specification:						
4	Envelope, Expanding, with garter tie, brown, long	pc	10	20.00		200.00
5	ID Sling, Green Color	pc	50	40.00		2,000.00
Specification: For SCUAA Athletes & Other VSU delegation officials						
6	Paper, Bond, A4, S-24, 80 gsm	reams	17	289.00		4,913.00
Specification: bright white, high premium quality						
7	Paper, Manila	pcs	20	6.00		120.00
8	Pen, Ball, blue	pieces	35	10.00		350.00
9	Pen, Highlighter, orange	pieces	2	46.00		92.00
10	Pen, Highlighter, violet	pieces	1	47.00		47.00
11	Pen, Highlighter, yellow	pieces	2	45.00		90.00
12	Permanent Marker, Black, Broad tip, 12pcs	boxes	1	700.00		700.00

13	Permanent Marker, Blue, Broadtip, 12pcs	boxes	1	700.00		700.00
14	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
15	Stapler, HD No.35	pc	3	400.00		1,200.00
16	Tape, Foam, Double Sided, 1/2" x 5m	rolls	10	52.00		520.00
17	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
	<b>TOTAL</b>					<b>16,482.00</b>

Purpose: For office use.

Checked by:  <b>SHALOM GRACE C. SUGANO</b>		Funds Available:  <b>ALICIA M. FLORES</b> <i>for EXT-26-2024</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>OK 11/7</i>	
Signature: Printed Name: Designation:	Requested by:  <b>VANESSA MAY B. MILAN</b> END USER	Noted by:  <b>JEROME O. ARRIBADO</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>DANIEL LESLIE S. TAN</b>  <b>EDGARDO E. TULIN</b> PRESIDENT, VSU <i>11/10/23</i>