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PR-2024-0116-170152



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

PURCHASE REQUEST

PPMP No. : 3-5-1546-2024-0-0-1

Dept./Office: DA

PR No.: GF-2024-01-00093

Date: 01-16-2024

Section/End-User: Milesa C. Marsado

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: A.III.a

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
2	Envelope, Expanding, with garter tie, green, long	pc	30	20.00		600.00
3	Folder, Expanded, Long (Light Blue)	pcs	30	30.00		900.00
4	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	boxes	2	850.00		1,700.00

Specification:

?Transparent Extension: 1/2"

?Color: Clear (no color)

?1 box contains 25 packs.

?1 pack contains 2 pcs.

5	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
6	Scotch Tape 1 inch x 100 meters	rolls	30	40.00		1,200.00
7	Staple Wire, #35	boxes	30	35.00		1,050.00
8	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	5	146.00		730.00
9	Tape, Masking, 1" x 25 yards	rolls	30	48.00		1,440.00
10	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	75.00		375.00
TOTAL						8,995.00

Purpose: Office Supplies

Checked by: SHALOM GRACE C. SUGANO		Funds Available: ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: MILESA C. MARSADO	Noted by: DIONESIO M. BAÑOC	Approved by: DANIEL LESLIE S. TAN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	OIC-PRESIDENT, VSU
Designation:			