



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

SCAN HERE



PR-2022-1220-83046

PURCHASE REQUEST

PPMP No. : 24-1-238-2022-10-0-10

PR No.: STF-2022-12-02492

Date: 12-20-2022

Dept./Office: PRCRTC

Category: **Office Supplies
and General Merchandise
Products**

Section/End-User: **Cynthia Dolores V. Godoy**

Funding Source: **Special Trust Fund**

Project Title/Code: **CASL2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
2	Kitchen paper towel	pack	6	45.00		270.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	3	289.00		867.00
Specification: bright white, high premium quality						
4	Pen, Permanent Marker, blue, broad tip	pieces	6	60.00		360.00
5	Pen, Permanent Marker, blue, fine tip	pieces	6	60.00		360.00
6	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
7	Stapler, HD No.35	pc	2	350.00		700.00
8	Tape, Masking, 1" x 25 yards	rolls	6	48.00		288.00
9	Tape, Masking, 1/2" x 25 yards	rolls	6	25.00		150.00
10	Tape, Packaging, 2" x 100 yards, Tan	rolls	3	75.00		225.00
11	Tape, Transparent, 12mm x 50m	rolls	6	68.00		408.00
12	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
TOTAL						6,036.00

Purpose: for casl use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies and General Merchandise Products

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	CYNTHIA DOLORES V. GODOY	MAE ANN A. BRAVO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU