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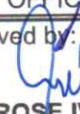
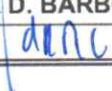


Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2024-071124-0270**Dept./Office: **VIHS**Section/End-User: **Charita D. Barbosa**Funding Source: **Special Trust Fund**PR No.: **STF-2024-07-01392**Date: **07-17-2024**Category: **Office Supplies**Project Title/Code: **ISR.CoED.0224.0824**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	5	500.00		2,500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Binder Clip, 2-inch, 12 pcs/box	boxes	20	100.00		2,000.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
3	Envelope, Expanding, with garter tie, brown, long	pc	20	20.00		400.00
4	Envelope, Expanding, with garter tie, brown, short	pc	20	20.00		400.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	10	40.00		400.00
6	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00	CHRISTY M. DESADES	4,335.00
Specification: bright white, high premium quality						
8	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
9	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00		240.00
Specification: ?Attr: Pencil Medium #2 with black lead						

?Color: Yellow ?Packaging Size: 12 pencils per box						
10	Scissors, 8" heavy duty, good quality	pieces	10	75.00		750.00
11	Staple Wire, #35	boxes	5	35.00		175.00
12	Stapler, HD No.35	pc	4	400.00		1,600.00
TOTAL						14,640.00
Purpose: use for research						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies 8-7-19-24				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by: 		Noted by: 		Approved by: 	
Printed Name:	CHARITA D. BARBOSA		CHRISTY M. DESADES		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	