



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

PURCHASE REQUEST

Dept./Office: **DOH**PR #: **STF-2020-10-00530** *8607*Date: **10-15-2020**Section/End-User: **Rosario A. Salas**Category: **Office Furniture & Fixture**Funding Source: **Special Trust Fund**Project Title/Code: **Laboratory share- 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Table, tower type	unit	1	3,000.00	ROSARIO A. SALAS	3,000.00

Specification:

Dimension: 60 x 40 x 123 cm

Color: black

with top printer shelf and sliding flat drawer for key board

for indoor use

	TOTAL					3,000.00
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Purpose: office supplies

Checked by:

NORMAN O. VILLAS

Funds Available:

MYRNA S. PANCITO

TWG - Office Furniture & Fixture

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 ROSARIO A. SALAS	 ROSARIO A. SALAS	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU



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Date: **10-15-2020**

Section/End-User: **Rosario A. Salas**

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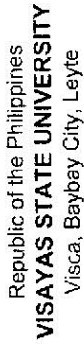
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Purpose: office supplies

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	TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE
Signature:	Requested by: <i>[Signature]</i>	Noted by: <i>[Signature]</i>	Approved by: <i>[Signature]</i>
Printed Name:	ROSARIO A. SALAS	ROSARIO A. SALAS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU



CY 2021

Total Budget : 102,121.66
Funding : STF

Funding : STF

☒ Original PPMP
☐ Revised (Changed items, same budget)
☐ Supplemental

[illegible]

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tape, Masking, 1" x 25 yards	20	rolls	48.00	960.00	20											
Pen, Ball, blue	100	pieces	10.00	1,000.00	100											
Cartolina, US, Neon Blue, at least 160gsm	10	pcs	14.00	140.00	10											
Cartolina, US, Green, at least 160gsm	10	pcs	14.00	140.00	10											
Cartolina, US, Blue, at least 160gsm	10	pcs	14.00	140.00	10											
Folder, Sliding, Plastic, w/ binder, Long, transparent	100	pcs	10.00	1,000.00	100											
Paper, Bond, A4, S-20, 70 gsm	7	reams	253.00	1,771.00	7											
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00	10											
Staple Wire, #35	49	boxes	30.00	1,470.00	49											
Sub-Total				10,851.00												
Grand Total				102,101.00												

Prepared by: YSL **ROSARIO A. SALAS**

Noted by: YSL **ROSARIO A. SALAS**
Unit Head/Project Leader

Funds Available: MYNA **MYRNA S. PANCITO**
Head, Budget Office Date: **10/08/2020**

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPMP for each funding source.
Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies