



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

PURCHASE REQUEST

PPMP No. : 152-5-1171-2024-2-0-0

Dept./Office: OVPREI

PR No.: GF-2023-08-01690

Date: 08-15-2023

Section/End-User: CAROLINE B. ANDUYAN

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: 2024 OVPREI.A.III.C

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isoprophyl, 90% solution	gallon	3	600.00		1,800.00
Specification: Alcohol 90% solution						
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	2	30.00		60.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00		28.00
4	Correction Tape, 8m x 5mm wide	pc	3	40.00		120.00
5	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	2	30.00		60.00
6	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	2	240.00		480.00
7	Dust pan, plastic, stand-up handle, large	pc	4	140.00		560.00
8	Duster, Feather	pcs	2	56.00		112.00
9	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
10	Glue Stick, All-purpose, at least 21g	pcs	2	55.00		110.00
11	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
12	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	15	200.00		3,000.00
13	Memo Notebooks, 80 leaves	pieces	3	29.00		87.00
14	Mouse Pad, Rubber	pad	1	250.00		250.00
Specification: ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
15	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification:						


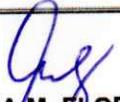
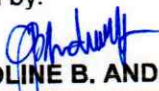
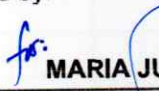
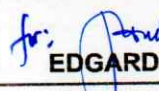
bright white, high premium quality					
16	Paper, Bond, Long, S-24, 80 gsm	reams	2	328.00	656.00

Specification:

bright white, high premium quality

17	Pen, Permanent Marker, black, broad tip	pieces	2	60.00	120.00
18	Pen, Highlighter, orange	pieces	1	46.00	46.00
19	Pen, Highlighter, yellow	pieces	1	45.00	45.00
20	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00	1,050.00
21	Pen, Whiteboard Marker, black	pieces	3	50.00	150.00
22	Pencil, Lead, #2, w/ eraser	pieces	5	10.00	50.00
23	Record Book, Big, 300 pages	pcs	2	110.00	220.00
24	Rubber band	boxes	1	30.00	30.00
25	Staple Wire, #35	boxes	3	35.00	105.00
26	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	2	79.00	158.00
27	Tape, Transparent, 12mm x 50m	rolls	2	68.00	136.00
28	Tape, Transparent, 24mm x 50m	rolls	2	120.00	240.00
29	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	15	204.00	3,060.00
TOTAL					17,693.00

Purpose: Office use

Checked by:		Funds Available:	
 SHALOM GRACE C. SUGANO		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
 CAROLINE B. ANDUYAN	 MARIA JULIET C. CENIZA	 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU