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PR-2024-1016-230949



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-090424-0394**Dept./Office: **ARIC**PR No.: **GF-2024-10-03020**Date: **10-16-2024**Section/End-User: **Maria Rhoda A. Salas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2022-12**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	200.00		400.00
2	Clear Book (Display Book), Refillable, A4, 20 shts, any color	pcs	5	67.00		335.00
3	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	5	78.00		390.00
4	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	1	143.00		143.00
5	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	1	192.00		192.00
6	Folder, Expanded, Long (Light Blue)	pcs	5	30.00		150.00
7	Folder, Expanded, Long (Red)	piece	5	30.00		150.00
8	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
9	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
10	Record Book, Big, 500 pages	pcs	3	185.00		555.00
11	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
12	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
TOTAL						2,849.00

Purpose: For Office Use - VSU-IP-2022-12

Checked by: VIVIAN V. BALBARINO		Funds Available: ALICIA M. FLORES <i>W 2024</i>	
TWG - Office Supplies <i>10/15/24</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by: MARIA RHODA A. SALAS	Noted by: ANABELLA B. TULIN	Approved by: PROSE IVY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			