



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

SCAN HERE



PR-2023-0904-142695

PURCHASE REQUEST

PPMP No. : 90-3-2239-2023-6-0-6

Dept./Office: **OHIGP**

PR No.: **IGP-2023-09-02128**

Date: **09-04-2023**

Section/End-User: **Josefina L. Soria**

Category: **Office Supplies**

Funding Source: **Income Generating Project**

Project Title/Code: **IGP School Share**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Broom, Stick Broom, Tukog	pc	50	40.00	JOSEFINA L. SORIA	2,000.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
2	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	15	200.00	JOSEFINA L. SORIA	3,000.00
3	Puncher, Heavy Duty	pieces	1	450.00	JOSEFINA L. SORIA	450.00
4	Scissors, 6" heavy duty, good quality	piece	4	68.00	JOSEFINA L. SORIA	272.00
5	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	30	105.00	JOSEFINA L. SORIA	3,150.00
6	Stapler, HD No.35	pc	4	350.00	JOSEFINA L. SORIA	1,400.00
7	Sticky Note, 2 x 3, Yellow	pads	10	79.00	JOSEFINA L. SORIA	790.00
8	Tape, Foam, Double Sided, 1/2" x 5m	rolls	3	52.00	JOSEFINA L. SORIA	156.00
9	Tape, Masking, 3" x 25 yards	rolls	10	143.00	JOSEFINA L. SORIA	1,430.00
10	Tape, Transparent, 24mm x 50m	rolls	10	120.00	JOSEFINA L. SORIA	1,200.00
11	Toilet Brush with Holder	set	10	180.00	JOSEFINA L. SORIA	1,800.00
TOTAL						15,648.00

Purpose: For IGP use

Checked by: WILFARICO B. ALVILA JED ASAPH D. CORTES		Funds Available: NICK FREDDY R. BELLO ALICIA M. FLORES ACCOUNTING OFFICE	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JOSEFINA L. SORIA	ARGINA M. POMIDA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU