



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

SCAN HERE



G. E. 23

PR-2024-0614-203553

## PURCHASE REQUEST

PPMP No. : 39-4-172-2024-0-0-0

PR No.: TF-2024-02-00433

Date: 06-14-2024

Dept./Office: CN

Category: Office Supplies

Duration: 2024-01-31

Section/End-User: Janet Alexis A. De los Santos

Project Title/Code: 20201050-  
10.6.31

to  
2024-03-29

Funding Source: Trust Fund

| Item # | Item Description                                | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|-------------------------------------------------|------|-----|-----------|---------|------------|
| 1      | Certificate Holder (A4)                         | pcs  | 10  | 65.00     |         | 650.00     |
| 2      | Envelope, Expanding, Plastic, Long, with Handle | pcs  | 2   | 100.00    |         | 200.00     |

Specification:

|   |                                                   |       |    |        |  |          |
|---|---------------------------------------------------|-------|----|--------|--|----------|
| 3 | Envelope, Expanding, with garter tie, blue, long  | pc    | 5  | 20.00  |  | 100.00   |
| 4 | Envelope, Expanding, with garter tie, green, long | pc    | 5  | 20.00  |  | 100.00   |
| 5 | Paper, Bond, A4, S-24, 80 gsm                     | reams | 10 | 289.00 |  | 2,890.00 |

Specification:

bright white, high premium quality

|       |                            |      |   |        |  |          |
|-------|----------------------------|------|---|--------|--|----------|
| 6     | Specialty Paper, A4, Ivory | pack | 5 | 500.00 |  | 2,500.00 |
| TOTAL |                            |      |   |        |  | 6,440.00 |

Purpose: office supply

|                                                   |                                                     |
|---------------------------------------------------|-----------------------------------------------------|
| Checked by:                                       | Funds Available:                                    |
| <br>SHALOM GRACE S. VEGA<br>TWG - Office Supplies | <br>NICK FREDDY R. BELLO<br>HEAD, ACCOUNTING OFFICE |

|               |                               |                               |                    |
|---------------|-------------------------------|-------------------------------|--------------------|
| Signature:    | Prepared by:                  | Noted by:                     | Approved by:       |
| Printed Name: | JANET ALEXIS A. DE LOS SANTOS | JANET ALEXIS A. DE LOS SANTOS | PROSE IVY G. YEPES |
| Designation:  |                               | UNIT HEAD, PROJECT LEADER     | PRESIDENT, VSU     |