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PR-2023-1107-154725



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

PURCHASE REQUEST

PPMP No. : 152-5-2011-2023-7-0-14

Dept./Office: OVPREI

PR No.: GF-2023-11-02675

Date: 11-07-2023

Section/End-User: Evangeline B. Tapayan

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: RPO.A.III.C - Research Office

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	100	500.00	ROSA OPHELIA D. VELARDE	50,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Envelope, Expanding, with garter tie, green, long	pc	100	20.00	ROSA OPHELIA D. VELARDE	2,000.00
3	ID Jacket, ziplocked, size 4R	pc	100	35.00	ROSA OPHELIA D. VELARDE	3,500.00
4	ID Sling, Green Color	pc	100	40.00	ROSA OPHELIA D. VELARDE	4,000.00
Specification: For SCUAA Athletes & Other VSU delegation officials						
5	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00	ROSA OPHELIA D. VELARDE	1,430.00
6	Memo Notebooks, 80 leaves	pieces	100	40.00	ROSA OPHELIA D. VELARDE	4,000.00
7	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	10	60.00	ROSA OPHELIA D. VELARDE	600.00
Specification: - Product: Vellum Board - Size: 8.25 x 11.75 inches (A4) - Color: Canary - Quantity: 10 sheets per pack 220 GSM						
TOTAL						65,530.00
Purpose: Training Workshop 2023						
Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	EVANGELINE B. TAPAYAN	ROSA OPHELIA D. VELARDE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU