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PR-2024-0123-172214



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

PURCHASE REQUEST

PPMP No. : 238-3-2857-2024-0-0-0

Dept./Office: **URSO**PR No.: **IGP-2024-01-00246**Date: **01-23-2024**Section/End-User: **Frincess L. Fernandez**Category: **Office Supplies**Funding Source: **Income Generating Project**Project Title/Code: **URSO**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Fastener, Paper, plastic, 50 sets/box	boxes	2	40.00		80.00
2	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	20	450.00		9,000.00
3	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, blue	ream	20	450.00		9,000.00
4	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, gold	ream	20	450.00		9,000.00
5	Pen, Whiteboard Marker, black	pieces	50	50.00		2,500.00
6	Pen, Whiteboard Marker, blue,	pieces	50	50.00		2,500.00
7	Pencil, Lead, #2, w/ eraser	pieces	16	10.00		160.00
8	Ring Binder, plastic, 22mm, 7/8" black	pieces	200	27.00		5,400.00
9	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	200	55.00		11,000.00
10	Sharpener, Pencil Heavy Duty good qlty	pieces	3	350.00		1,050.00

Specification:

Table Type

11	Tape, Double Sided, 2" x 10m	rolls	10	120.00		1,200.00
12	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
13	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
TOTAL						51,470.00

Purpose: For office use

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:	PRINCESS L. FERNANDEZ	CHRISTY M. DESADES	DANIEL LESLIE S. TAN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	OIC-PRESIDENT, VSU

PURCHASE REQUEST

PR No. IGP-2024-01-00246

Date: 01-23-2024

Requester: Princess L. Fernandez

Category: Office Supplies

Project Source: Income Generating Project

Project Title/Code: UR50

Item No.	Item Description	Unit	Qty	Unit Cost	PARICS	Total Cost
1	Pastorizer, Paper, plastic, 50 sheets	boxes	2	40.00		80.00
2	Manila board, A4, 100gsm/ream, 250 gsm, for cover, white	ream	20	450.00		9,000.00
3	Manila board, A4, 100gsm/ream, 250 gsm, for cover, blue	ream	20	450.00		9,000.00
4	Manila board, A4, 100gsm/ream, 250 gsm, for cover, gold	ream	20	450.00		9,000.00
5	Pen, Whiteboard Marker, Black	pieces	50	50.00		2,500.00
6	Pen, Whiteboard Marker, Blue	pieces	50	50.00		2,500.00
7	Pen, Ballpoint, Blue, 1/2" x 1/2"	pieces	15	10.00		150.00
8	Ring Binder, plastic, 22cm, 1/2" black	pieces	200	22.00		4,400.00
9	Ring Binder, plastic, 22cm, 1/2" black	pieces	200	22.00		4,400.00
10	Sharpener, Rapid Honey Duly	pieces	3	350.00		1,050.00

Subtotal:						
Total:						
11	Pen, Ballpoint, 1/2" x 1/2"	rolls	10	120.00		1,200.00
12	Pen, Ballpoint, 1/2" x 1/2"	rolls	5	40.00		200.00
13	Pen, Ballpoint, 1/2" x 1/2"	rolls	5	50.00		250.00
TOTAL:						31,470.00

Requester:	Request Approved:
PRINCESS L. FERNANDEZ	CHRISTY M. DESADES
Requester Signature:	Requester Approved:
PRINCESS L. FERNANDEZ	CHRISTY M. DESADES
Requester Designation:	Requester Approved Designation:
END USER	UNIT HEAD, PROJECT LEADER