



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-062025-1253**

Dept./Office: **DOPAC**

PR No.: **STF-2025-07-00898**

Date: **07-24-2025**

Section/End-User: **Jane M. Abapo**

Category: **Office Supplies**

Funding Source: **Special Trust Fund - MOOE**

Project Title/Code: **DOPAC-2024 Income**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
2	Soap, Dishwashing, Liquid, 250mL	btl's	5	150.00		750.00
3	Pen, Ball, red	pieces	20	10.00		200.00
4	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	2	150.00		300.00

Specification:

5	EPSON INK btl 664 black	btl	5	500.00		2,500.00
6	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	1	120.00		120.00

Specification:

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

7	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00
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Specification:

Specification:

Line Weight: 0.5mm

Ink Type: Oil gel ink

8	A4 Paper One bond paper	ream	8	1,500.00		12,000.00
TOTAL						17,470.00

Purpose: For Laboratory Use

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies	Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE
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Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	JANE M. ABAPO	MARK RYAN R. TRIPOLE	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU