

SCAN HERE



PR-2023-0629-126240



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

## PURCHASE REQUEST

PPMP No. : **83-5-1774-2023-5-0-6**Dept./Office: **OGS**PR No.: **GF-2023-06-01060**Date: **06-29-2023**Section/End-User: **Analyn C. Regina**Category: **Office Supplies**Duration: **2023-01-01**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2021-8a**to  
**2023-12-31**

| Item #                                                                 | Item Description                | Unit  | Qty                       | Unit Cost                                                              | PAR/ICS                 | Total Cost      |
|------------------------------------------------------------------------|---------------------------------|-------|---------------------------|------------------------------------------------------------------------|-------------------------|-----------------|
| 1                                                                      | Paper, Bond, A4, S-24, 80 gsm   | reams | 15                        | 289.00                                                                 |                         | 4,335.00        |
| <b>Specification:</b><br>bright white, high premium quality            |                                 |       |                           |                                                                        |                         |                 |
| 2                                                                      | Pen, Sign, .5mm, Gel-type, Blue | piece | 15                        | 35.00                                                                  |                         | 525.00          |
| <b>TOTAL</b>                                                           |                                 |       |                           |                                                                        |                         | <b>4,860.00</b> |
| Purpose: Office Supplies                                               |                                 |       |                           |                                                                        |                         |                 |
| Checked by:<br><br><b>JED ASAPH D. CORTES</b><br>TWG - Office Supplies |                                 |       |                           | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                         |                 |
| Signature:                                                             | Requested by:                   |       | Noted by:                 |                                                                        | Approved by:            |                 |
| Printed Name:                                                          | <b>ANALYN C. REGINA</b>         |       | <b>SANABELLA B. TULIN</b> |                                                                        | <b>EDGARDO E. TULIN</b> |                 |
| Designation:                                                           | END USER                        |       | UNIT HEAD, PROJECT LEADER |                                                                        | PRESIDENT, VSU          |                 |