



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



PURCHASE REQUEST

PPMP No. : 3-5-1546-2023-7-0-1

Dept./Office: DA

PR No.: GF-2023-08-01588

Date: 08-11-2023

Section/End-User: Milesa C. Marsado

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: A.III.a

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
2	Gel Ink Sign Pen 0.5, red	pcs	50	25.00		1,250.00
3	Ink, Refill, for Whiteboard Marker, Black, 30mL	btl's	1	165.00		165.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
Specification: bright white, high premium quality						
5	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
Specification: bright white, high premium quality						
6	Puncher, 2 holes, heavy duty	pieces	2	315.00		630.00
7	Puncher, plier-type	pc	1	380.00		380.00
Specification: ?Single hole, puncher for making tree tags						
8	Ruler, Plastic, 12"	pieces	10	15.00		150.00
9	Sign pen, Fine Tech, 0.3mm. blue	pieces	50	30.00		1,500.00
	TOTAL					18,470.00

Purpose: Office Supplies

Checked by:

Funds Available:

JED ASAPUD. CORTES

ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MILESA C. MARSADO	RUTH O. ESCASINAS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU