

to: Accounting

10-14-CP

SCAN HERE



PR-2024-1014-230248



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0679**

Dept./Office: **AccO**

PR No.: **GF-2024-10-02979**

Date: **10-14-2024**

Section/End-User: **Valerie Y. Vergis**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ACCOUNTING-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
2	Envelope, Expanding, with garter tie, brown, long	pc	150	20.00		3,000.00
3	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
4	Folder, File, Short, 14pts, White	piece	50	8.00		400.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
Specification: bright white, high premium quality						
6	Paper, Bond, Long, S-24, 80 gsm	reams	80	328.00		26,240.00
Specification: bright white, high premium quality						
7	Paper, Bond, Short, S-24, 80 gsm	reams	40	277.00		11,080.00
Specification: bright white, high premium quality						
TOTAL						70,970.00
Purpose: for office use						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Prepared by: VALERIE Y. VERGIS		Noted by: NICK FREDDY R. BELLO UNIT HEAD, PROJECT LEADER		Approved by: PROSE IVY G. YEPES PRESIDENT, VSU	