

SCAN HERE



PR-2024-1008-228674

10-11 04

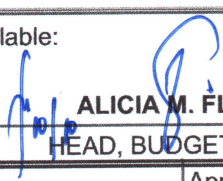
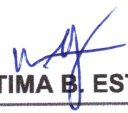
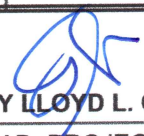


Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0622**Dept./Office: **ACRO**PR No.: **GF-2024-10-02406**Date: **10-08-2024**Section/End-User: **Maria Fatima B. Estrosas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ACRO 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 copy paper, 80 gsm	ream	5	360.00		1,800.00
Specification: - at least 80 gsm is good quality paper - white and glossy						
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
4	Certificate Holder (A4)	pcs	10	65.00		650.00
5	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
6	Laminating Film Roll	roll	1	1,200.00		1,200.00
Specification: Laminating Film Roll (12 inches - 250 micron) 50 meters						
7	Masking Tape, 1"	rolls	50	60.00		3,000.00
8	Paper Cutter Board	pcs	1	850.00		850.00
Specification: A3 (15x18) Paper cutter board, metal-base						
9	Photo Sticker Paper, Glossy, A4 size, 20 sheets/pack	pack	5	120.00		600.00
Specification: - Photo Sticker Paper - Glossy - A4 size 20 sheets/pack						
10	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
11	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00

Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack		pack of 10's	10	60.00	600.00
Specification: • Product: Vellum Board • Size: 8.25 x 11.75 inches (A4) • Color: Canary • Quantity: 10 sheets per pack • 220 GSM					
TOTAL					12,310.00
Purpose: Office supply					
Checked by:				Funds Available:	
				 ALICIA M. FLORES HEAD, BUDGET OFFICE	
TWG - Office Supplies					
Signature: Printed Name: Designation:	Prepared by:		Noted by:		Approved by:
	 MARIA FATIMA B. ESTROSAS		 JEFFREY LLOYD L. CAGANDE UNIT HEAD, PROJECT LEADER		 PROSE IVY G. YEPES PRESIDENT, VSU