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PR-2024-1009-229491



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0525**

Dept./Office: **URSO**

PR No.: **IGP-2024-10-02766**

Date: **10-09-2024**

Section/End-User: **Marily V. Seville**

Category: **Office Supplies**

Funding Source: **Income Generating Project**

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

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	25	450.00		11,250.00
2	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, blue	ream	25	450.00		11,250.00
3	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, gold	ream	25	450.00		11,250.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
<b>Specification:</b> bright white, high premium quality						
5	Paper, Bond, Short, S-20, 70 gsm	reams	160	245.00		39,200.00
<b>Specification:</b> bright white, high premium quality						
6	Pen, Whiteboard Marker, black	pieces	30	50.00		1,500.00
7	Pen, Whiteboard Marker, blue,	pieces	30	50.00		1,500.00
8	Ring Binder, plastic, 22mm, 7/8" black	pieces	200	27.00		5,400.00
9	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	200	55.00		11,000.00
10	Tape, Double Sided, 2" x 10m	rolls	10	120.00		1,200.00
11	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
12	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
<b>TOTAL</b>						<b>102,800.00</b>

Purpose: Office use/service

Checked by: <div style="text-align: center;">   <b>VIVIAN V. BALBARINO</b>                      TWG - Office Supplies                 </div>	Funds Available: <div style="text-align: center;">   <b>ALICIA M. FLORES</b>                      HEAD, BUDGET OFFICE                 </div>
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Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>MARILY V. SEVILLE</b>	<b>CHRISTY M. DESADES</b>	<b>PROSE IVY G. YEPES</b>
Designation:	<b>ADRC, URS</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>

PURCHASE

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