



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

SCAN HERE



PR-2023-0815-138203

OP 8/15/23

PURCHASE REQUEST

PPMP No. : 50-1-1560-2023-7-0-3

Dept./Office: **CAC**

PR No.: **STF-2023-08-01703**

Date: **08-15-2023**

Section/End-User: **Niffa C. Gofredo**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **CAC-2023 PASUC**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00

Specification:

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Line Weight: 0.5mm

Ink Type: Oil gel ink

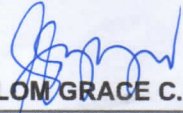
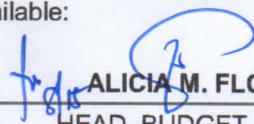
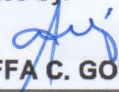
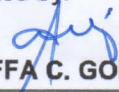
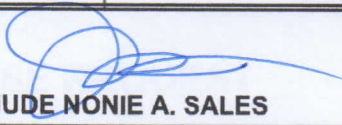
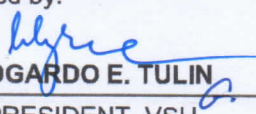
2	Envelope, Expanding, with garter tie, brown, long	pc	50	15.00		750.00
3	Fastener, Paper, non-rust metal, 50 sets/box	boxes	3	50.00		150.00
4	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
5	Multi-Purpose Glue, 130 g	btl	10	60.00		600.00
6	Paper Clips Small Vinyl (50mm)	Box of 100's	2	40.00		80.00
7	Paper, Parchment, A4, cream, 100 sheets/pack	pack	2	500.00		1,000.00
8	Pencil, Lead, #2, w/ eraser	pieces	100	10.00		1,000.00
9	Ready made CANVAS 24X30 inches	pcs	10	0.00		0.00
10	Reeves Acrylic Paint Color Set 120ml x 12 tubes/colors	set	1	2,500.00		2,500.00

Specification:

- Brand: Reeves
- One set contains 12 tubes/colors
- 120ml per tube

11	Staple Wire, #35	boxes	5	35.00		175.00
12	Stapler, HD No.35	pc	2	350.00		700.00
TOTAL						7,569.00

Purpose: For PASUC

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES FF03 HEAD, BUDGET OFFICE	
Signature:  Printed Name: NIFFA C. GOFREDO Designation: END USER	Requested by:  NIFFA C. GOFREDO END USER	Noted by:  JUDE NONIE A. SALES UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU