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PR-2024-0226-180928



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

PURCHASE REQUEST

PPMP No. : 131-5-1544-2024-8-0-3

Dept./Office: **MMDC**PR No.: **GF-2024-02-00646**Date: **02-26-2024**Section/End-User: **Windy O. Tuyan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU WEB TEAM-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Lavender Scent	pcs	1	190.00		190.00
Specification: • Air Freshener Lavender 180g Fresh Gel						
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	8	115.00		920.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	125.00		750.00
4	Laminating Film Roll	roll	1	1,200.00		1,200.00
Specification: • Laminating Film Roll (12 inches - 250 micron) 50 meters						
5	Paper Cutter Board	pcs	2	850.00		1,700.00
Specification: A3 (15x18) Paper cutter board, metal-base						
6	Tape, Packaging, 2" x 100 yards, Tan	rolls	3	75.00		225.00
7	Velcro Wire Organizer	pcs	50	3.00		150.00
Specification: Velcro Data cable strap wire organizer						
TOTAL						5,135.00
Purpose: For office used.						
Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		

Signature: Printed Name: Designation:	Prepared by:  WINDY O. TUYAN	Noted by:  ULDERICO B. ALVIOLA UNIT HEAD, PROJECT LEADER	Approved by:  DANIEL LESLIE S. TAN PRESIDENT, VSU