



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

PURCHASE REQUEST

PPMP No. : 248-5-354-2024-6-0-0

Dept./Office: **DPSS**

PR No.: **GF-2023-08-01396**

Date: **08-04-2023**

Section/End-User: **Gilda P. Nayre**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DPSS-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isoprophyl, 90% solution	gallon	1	600.00		600.00
Specification: Alcohol 90% solution						
2	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
3	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	8	200.00		1,600.00
4	Mop Handle, steel	pieces	2	150.00		300.00
5	Mop Rug, Heavy Duty, 100% cotton	pieces	5	90.00		450.00
6	Paper, Bond, A3, S-24, 80 gsm	reams	59	580.00		34,220.00
Specification: bright white, high premium quality						
7	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
8	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	1	1,680.00		1,680.00
TOTAL						45,830.00

Purpose: for office use

Checked by:

Jed Asaph D. Cortes
JED ASAPH D. CORTES
 TWG - Office Supplies

Funds Available:

Alicia M. Flores
ALICIA M. FLORES
 HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	GILDA PONAYRE	8 GUIRALDO C. FERNANDEZ JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU