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PR-2023-0330-108364



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

PURCHASE REQUEST

PPMP No. : 186-5-1551-2023-2-0-6

Dept./Office: ODS

PR No.: GF-2023-03-00547

Date: 03-30-2023

Section/End-User: Junard C. Gucela

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: ODS-SCHOLARSHIP AND AWARDS

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: Specification: <ul style="list-style-type: none"> Line Weight: 0.5mm Ink Type: Oil gel ink 						
2	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	10	70.00		700.00
3	Data filer A4 Size	pcs	10	250.00		2,500.00
4	Data Filer, Big size, Legal	pieces	10	500.00		5,000.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
6	Folder, Ordinary, A4	pcs	500	7.00		3,500.00
Specification: Folder, Ordinary, A4						
7	Folder, Pressboard, US, Green, Short	pcs	20	29.00		580.00
8	Ink, Epson Premium Dye Ink, 1 liter, black	btls	5	1,700.00		8,500.00
Specification: can be used for Epson L series printers						
9	Ink, Epson Premium Dye Ink, 1 liter, Cyan	btls	2	1,700.00		3,400.00
Specification: can be used for Epson L series printers						
10	Ink, Epson Premium Dye Ink, 1 liter, magenta	btls	2	1,700.00		3,400.00
Specification:						

can be used in Epson L series printers

11	Ink, Epson Premium Dye Ink, 1 liter, Yellow	btls	2	1,700.00		3,400.00
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Specification:

can be used in Epson L series printers

12	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	200.00		4,000.00
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13	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
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Specification:

bright white, high premium quality

14	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
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Specification:

bright white, high premium quality

15	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
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16	Staple Wire, #35	boxes	10	35.00		350.00
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TOTAL

45,425.00

Purpose: for Office Supplies

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

JUNARD C. GUCELA

END USER

Noted by:

MANOLO B. LORETO JR.

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU