



GF-2020-10-00583

PPMP #: 23-5-1233-2021-8-0-7



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

PURCHASE REQUEST

Dept./Office: **NCRC**PR #: **GF-2020-10-00583/1415**Date: **10-16-2020**Section/End-User: **Jerrel Ann L. Lagitao**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EXT83**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
2	Correction Pen, rolling ball-metal tip	pc	2	220.00		440.00
3	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
4	Envelope, Document, Brown, 150 lbs, Short	pc	50	5.00		250.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
6	Folder, File, Long, 14pts, White	piece	60	10.00		600.00
7	Paper, Art, glossy, assorted colors, 500shts/ream	reams	2	235.00		470.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
9	Paste, solid, w/ water well & applicator, 200gms	btls	2	50.00		100.00
10	Pen, Ball, black	pieces	100	10.00		1,000.00
11	Pen, Ball, red	pieces	10	10.00		100.00
12	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
13	Staple wire remover	pieces	2	34.00		68.00
14	Staple Wire, #10	boxes	2	11.00		22.00
15	Staple Wire, #35	boxes	2	30.00		60.00
TOTAL						5,585.00

Purpose: Office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: JERREL ANN L. LAGITAO END USER	Noted by: MA. JULIET C. CENIZA UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU