

SCAN HERE



PR-2023-0810-137217



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

PURCHASE REQUEST

PPMP No. : 4-5-1502-2024-7-0-0

Dept./Office: DBM

PR No.: GF-2023-08-01581

Date: 08-10-2023

Section/End-User: Sheillo G. Catorce

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DBM-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	3	80.00		240.00
2	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	2	20.00		40.00
3	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	2	20.00		40.00
4	Data Filer, Big size, Legal	pieces	7	500.00		3,500.00
5	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	1	445.00		445.00
6	Envelope, Brown, long, good quality	pcs	40	5.00		200.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
8	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
9	Gel Ink Sign Pen 0.5, black	pcs	12	25.00		300.00
10	Gel Ink Sign Pen 0.5, blue	pcs	24	25.00		600.00
11	Gel Ink Sign Pen 0.5, red	pcs	36	25.00		900.00
12	Pail, Plastic, 10 li cap.	pieces	2	200.00		400.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	18	253.00		4,554.00
Specification: bright white, high premium quality						
14	Paper, Bond, A4, S-24, 80 gsm	reams	12	289.00		3,468.00
Specification: bright white, high premium quality						
15	Pen, Highlighter, violet	pieces	3	47.00		141.00
16	Pen, Highlighter, yellow	pieces	2	45.00		90.00
17	Pencil, Lead, #2, w/ eraser	pieces	30	10.00		300.00
18	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	3	35.00		105.00
19	Record Book, Big, 500 pages	pcs	3	115.00		345.00
20	Ruler, Plastic, 24"	pieces	2	35.00		70.00

21	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
22	Staple wire remover, Plier type, Metal	piece	2	100.00		200.00
23	Staple Wire, #10	boxes	5	15.00		75.00
24	Staple Wire, #35	boxes	5	35.00		175.00
25	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
26	Sticky Note, 3 x 4, Yellow	pads	5	140.00		700.00
27	Tape, Double Sided, 2" x 10m	rolls	5	120.00		600.00
28	Tape, Masking, 2" x 25 yards	rolls	3	95.00		285.00
29	Toilet Bowl Cleaner, at least 1 gallon	gal	1	395.00		395.00
30	Water Dipper (Tabo)	pc	2	45.00		90.00

Specification:

Image not found or type unknown



	TOTAL					19,279.00
--	--------------	--	--	--	--	------------------

Purpose: Office Use

Checked by:

JED
JED ASAPH D. CORTES
TWG - Office Supplies

Funds Available:

frgls
ALICIA M. FLORES
HEAD, BUDGET OFFICE
11-20-2024

Signature:

Printed Name:

Designation:

Requested by:

SHEILLO
SHEILLO G. GATORCE
END USER

Noted by:

BERT C.
BERT C. PEÑALOSA
UNIT HEAD, PROJECT LEADER

Approved by:

EDG
EDGARDO E. TULIN
PRESIDENT, VSU