

SCAN HERE



PR-2024-1002-227257



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0490**Dept./Office: **SEAFRONT**PR No.: **STF-2024-10-01965**Date: **10-02-2024**Section/End-User: **Elaine L. Avenido**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **SEAFRONT SUITE STF-2025-A**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Matte Photo Paper	packs	15	70.00		1,050.00
Specification: ?20 sheets per pack; 140 gsm; double-side						
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	20	160.00		3,200.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	10	250.00		2,500.00
4	Photo Paper Glossy A4	sheets	15	150.00		2,250.00
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
5	Scotch Tape 1 inch x 100 meters	rolls	35	40.00		1,400.00
TOTAL						10,400.00

Purpose: **ACCOMMODATION USE**

Checked by: <i>Vivian V. Balbarino</i> VIVIAN V. BALBARINO TWG - Office Supplies 10/9/24		Funds Available: <i>Alicia M. Flores</i> ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: <i>Elaine L. Avenido</i> ELAINE L. AVENIDO	Noted by: <i>Marjorie B. Escudra</i> MARJORIE B. ESCUADRA UNIT HEAD, PROJECT LEADER	Approved by: <i>Prose Ivy G. Yepes</i> PROSE IVY G. YEPES PRESIDENT, VSU