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PR-2024-0731-213418



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-073024-0320**Dept./Office: **ODR**PR No.: **IGP-2024-07-01466**Date: **07-31-2024**Section/End-User: **Jhann Mae S. Marquez**Category: **Office Supplies**Funding Source: **Income Generating Project**Project Title/Code: **IGPR.12(20401010-002)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Paper One bond paper	ream	5	1,500.00		7,500.00
2	Ballpen 50 Pieces, Blue	box of 50's	10	500.00		5,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
3	Disposable paper cup, approx. 12 oz. cap., 50 pcs. per pack	packs	4	130.00		520.00
4	Envelope, Expanding, with garter tie, brown, long	pc	400	20.00		8,000.00
5	ID Jacket, ziplocked, size 4R	pc	250	35.00		8,750.00
6	Neck lanyard or ID sling (black)	pc	250	25.00		6,250.00
7	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	25	120.00		3,000.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
TOTAL						39,020.00
Purpose: Trainings and Workshops						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	JHANN MAE S. MARQUEZ		IVY C. EMNACE		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	