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PR-2023-0707-128909

OP 7/11/23



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

PURCHASE REQUEST

PPMP No. : 180-5-605-2023-6-0-5

Dept./Office: OUS

PR No.: STF-2023-07-01143

Date: 07-07-2023

Section/End-User: Antonietta D. Israel

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: Grad Fee

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Glue Stick, Small, for Glue Gun	pcs	20	7.00		140.00
2	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	2	450.00		900.00
3	Ribbon, Satin Cloth, Green, 2"	roll	8	300.00		2,400.00
4	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	8	300.00		2,400.00
5	Safety pins	boxes	6	200.00		1,200.00
Specification: Safety pins #0						
6	Scotch Tape	pcs	10	30.00		300.00
Specification: Scotch tape 50m 1/2"						
7	Tassel	rolls	12	200.00		2,400.00
Specification: Lace tassel 2", 36 yards, green & gold						
TOTAL						9,740.00

Purpose: For graduation ribbons

Checked by: JED ASAPH D. CORTES TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: ANTONIETA D. ISRAEL END USER	Noted by: GUIRALDO C. FERNANDEZ JR. UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSL