



2020-10-00509

PPMP #: 22-5-358-2021-8-0-1



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

PURCHASE REQUEST

Dept./Office: NARC

PR #: GF-2020-10-00509/11076

Date: 10-15-2020

Section/End-User: Jedess Miladel N. Salomon

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: TP. AB. 007

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	2	30.00	JEDESS MILADEL N. SALOMON	60.00
2	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00	JEDESS MILADEL N. SALOMON	28.00
3	Correction Pen, rolling ball-metal tip	pc	2	220.00	JEDESS MILADEL N. SALOMON	440.00
4	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00	JEDESS MILADEL N. SALOMON	700.00
5	Envelope, Document, Brown, 150 lbs, Short	pc	100	5.00	JEDESS MILADEL N. SALOMON	500.00
6	Envelope, Expanding, with garter tie, brown, long	pc	100	15.00	JEDESS MILADEL N. SALOMON	1,500.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00	JEDESS MILADEL N. SALOMON	76.00
8	Folder, File, Short, 14pts, White	piece	100	8.00	JEDESS MILADEL N. SALOMON	800.00
9	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00	JEDESS MILADEL N. SALOMON	2,500.00
10	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	50	38.00	JEDESS MILADEL N. SALOMON	1,900.00
11	Pen, Permanent Marker, black, fine tip	pieces	24	60.00	JEDESS MILADEL N. SALOMON	1,440.00
12	Pen, Ball, blue	pieces	240	10.00	JEDESS MILADEL N. SALOMON	2,400.00
13	Pen, Ball, red	pieces	120	10.00	JEDESS MILADEL N. SALOMON	1,200.00
14	Pen, Sign, .5mm, Gel-type, Blue	piece	120	35.00	JEDESS MILADEL N. SALOMON	4,200.00
15	Pen, Whiteboard Marker, black	pieces	20	50.00	JEDESS MILADEL N. SALOMON	1,000.00
16	Pencil, Lead, #2, w/ eraser	pieces	50	10.00	JEDESS MILADEL N. SALOMON	500.00
17	Ring Binder, plastic, 84 6mm 1/4" black	pieces	5	8.00	JEDESS MILADEL N. SALOMON	40.00
18	Ring Binder, plastic, 84 51mm 2" black	pieces	10	55.00	JEDESS MILADEL N. SALOMON	550.00
19	Ring Binder, plastic, 84, 25mm, 1" black	pieces	10	30.00	JEDESS MILADEL N. SALOMON	300.00
20	Ring Binder, plastic, 84 12mm, 1/2" black	pieces	10	12.00	JEDESS MILADEL N. SALOMON	120.00
21	Staple wire remover	pieces	2	34.00	JEDESS MILADEL N. SALOMON	68.00
22	Staple Wire, #35	boxes	4	30.00	JEDESS MILADEL N. SALOMON	120.00
23	Sticker Paper, high gloss A4 size,	pack	20	45.00	JEDESS MILADEL N. SALOMON	900.00

	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
24	Transparency Film, A4, 100pcs/pack	pack	3	372.00	JEDESS MILADEL N. SALOMON	1,116.00
	TOTAL					24,658.00

Purpose: office supplies

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: JEDESS MILADEL N. SALOMON END USER	Noted by: JEDESS MILADEL N. SALOMON UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU