



GF-2020-10-00595

PPMP #: 40-5-860-2021-9-0-0
CPA 1810 10/19/20

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

PURCHASE REQUEST

Dept./Office: **PRPEO**PR #: **GF-2020-10-00595/1130**Date: **10-16-2020**Section/End-User: **Florante G. Didal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PRPEO-2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	1	125.00		125.00
2	Continuous Forms, Bond 20, 13 x 9-1/2, 1 Ply	boxes	6	1,858.00		11,148.00
3	Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	boxes	9	1,855.00		16,695.00
4	Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply	boxes	3	1,270.00		3,810.00
5	Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply	boxes	1	1,484.00		1,484.00
6	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
8	Paper, Bond, Long, S-20, 70 gsm	reams	18	286.00		5,148.00
9	Pen, Sign, .5mm, Gel-type, Blue	piece	39	35.00		1,365.00
10	Ribbon, Typewriter, black	rolls	4	45.00		180.00
11	Tape, Masking, 1" x 25 yards	rolls	2	48.00		96.00
12	Tape, Masking, 3/4" x 25 yards	rolls	2	36.00		72.00
	TOTAL					52,183.00

Purpose: Office Use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Requested by:

FLORANTE G. DIDAL

Noted by:

HONEY SOFIA V. COLIS

Approved by:

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU

