



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



PR-2024-1009-229561

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0669**

Dept./Office: **DAS**

PR No.: **STF-2024-10-02799**

Date: **10-09-2024**

Section/End-User: **Poca Joe A. Didal**

Category: **Office Supplies**

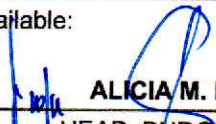
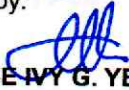
Funding Source: **Special Trust Fund**

Project Title/Code: **DAS Lab Share 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Dishwashing Sponge	pcs	5	35.00		175.00
3	Glass cleaner 500ml lemon w/spray	btls	10	200.00		2,000.00
Specification: Zim Glass Cleaner 500ml Lemon Scented Anti-dust Anti-mist Streak-free						
4	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	10	220.00		2,200.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
Specification: bright white, high premium quality						
6	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
Specification: bright white, high premium quality						
7	Scotch Tape	pcs	100	30.00		3,000.00
Specification: Scotch tape 50m 1/2"						
8	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00

Unifast and Unifast Cleaner, at 500ml	btis	10	125.00		1,250.00
TOTAL					36,195.00

Purpose: Laboratory Share

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>for 10/10/24</i>		Funds Available:  ALICIA M. FLORES <i>UNIFAST</i> HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by:  POCA JOE A. DIDAL	Noted by:  MANUEL D. GACUTAN JR. UNIT HEAD, PROJECT LEADER	Approved by:  PROSEMY G. YEPES PRESIDENT, VSU <i>for</i>