

SCAN HERE



PR-2022-1111-74836



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

PURCHASE REQUEST

PPMP No. : 56-5-1599-2022-10-0-5

PR No.: GF-2022-11-02274

Date: 11-11-2022

Dept./Office: DTE

Category: Office Supplies

Duration: 2022-11-26

Section/End-User: Maria Precilla P. Balo

Project Title/Code: Extension 66 I
can do itto
2022-12-10

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cartolina, US, Light Blue, at least 160gsm	pcs	5	14.00	JOY A. BELLEN	70.00
2	Cartolina, US, Orange, at least 160gsm	pcs	5	14.00	JOY A. BELLEN	70.00
3	Cartolina, US, Pink, at least 160gsm	pcs	5	14.00	JOY A. BELLEN	70.00
4	Cartolina, US, White, at least 160gsm	pcs	5	14.00	JOY A. BELLEN	70.00
5	Cartolina, US, Yellow, at least 160gsm	pcs	5	14.00	JOY A. BELLEN	70.00
6	Folder, File, Long, 14pts, White	piece	50	10.00	JOY A. BELLEN	500.00
7	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00	JOY A. BELLEN	70.00
8	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00	JOY A. BELLEN	230.00
9	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00	JOY A. BELLEN	1,445.00

Specification:

bright white, high premium quality

10	Paper, Manila	pcs	10	6.00	JOY A. BELLEN	60.00
11	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	30	38.00	JOY A. BELLEN	1,140.00
12	Pen, Permanent Marker, black, broad tip	pieces	10	60.00	JOY A. BELLEN	600.00
13	Pen, Ball, blue	pieces	20	10.00	JOY A. BELLEN	200.00
14	Scissors, 6" heavy duty, good quality	piece	5	68.00	JOY A. BELLEN	340.00
15	Stapler, HD No.35	pc	2	350.00	JOY A. BELLEN	700.00
16	Sticky Note, 3 x 5, Yellow	pads	2	150.00	JOY A. BELLEN	300.00
17	Tape, Masking, 1" x 25 yards	rolls	2	48.00	JOY A. BELLEN	96.00
TOTAL						6,031.00

Purpose: Supplies for the Project

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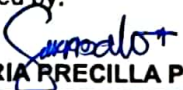
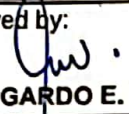
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Purpose: Supplies for the Project

Checked by:  ALICIA M. FLORES		Funds Available:  ALICIA M. FLORES <i>in 3/1-16</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	MARIA PRECILLA P. BALO	JOY A. BELLEN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>1/16</i>