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PR-2024-0305-183335



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

## PURCHASE REQUEST

PPMP No. : 200-5-2088-2024-2-0-1

Date: 03-05-2024

PR No.: GF-2024-03-00793

Dept./Office: DPhys

Category: Office Supplies

Section/End-User: Perlle A. Gucela

Project Title/Code: Frontier in Theoretical and  
Experimental Physics

Funding Source: General Fund - MOOE

| Item # | Item Description        | Unit        | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|-------------------------|-------------|-----|-----------|---------|------------|
| 1      | Ballpen 50 Pieces, Blue | box of 50's | 1   | 500.00    |         | 500.00     |

**Specification:**

Specification:  
Line Weight: 0.5mm  
Ink Type: Oil gel ink

|   |                                                  |     |    |       |  |          |
|---|--------------------------------------------------|-----|----|-------|--|----------|
| 2 | Envelope, Expanding, with garter tie, blue, long | pc  | 50 | 20.00 |  | 1,000.00 |
| 3 | ID holder                                        | pcs | 50 | 45.00 |  | 2,250.00 |

**Specification:**

necklace type, green color printed with "VISAYAS STATE UNIVERSITY" in yellow color, 1" wide and 16" long

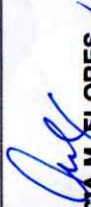
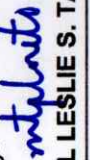
|   |                               |       |   |        |  |          |
|---|-------------------------------|-------|---|--------|--|----------|
| 4 | Paper, Bond, A4, S-24, 80 gsm | reams | 5 | 289.00 |  | 1,445.00 |
|---|-------------------------------|-------|---|--------|--|----------|

**Specification:**

bright white, high premium quality

|              |  |  |  |  |  |                 |
|--------------|--|--|--|--|--|-----------------|
| <b>TOTAL</b> |  |  |  |  |  |                 |
|              |  |  |  |  |  | <b>5,195.00</b> |

Purpose: for conference

|                                                                                                                  |                                                                                                                        |                                                                                                                  |                  |                                                                                                                                       |  |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------|--|
| Checked by:                                                                                                      | <br><b>SHALOM GRACE C. SUGANO</b> |                                                                                                                  | Funds Available: | <br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |  |
| Prepared by:                                                                                                     |                                                                                                                        | Noted by:                                                                                                        |                  | Approved by:                                                                                                                          |  |
| <br><b>PERLIE A. GUCELA</b> |                                                                                                                        | <br><b>REV RHIZZA L. AURE</b> |                  | <br><b>DANIEL LESLIE S. TAN</b>                    |  |
| Designation:                                                                                                     |                                                                                                                        | UNIT HEAD, PROJECT LEADER                                                                                        |                  | PRESIDENT, VSU                                                                                                                        |  |