



GF-2020-10-00457



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

PPMP #: 4-5-490-2021-8-0-1

CP# 1908 1353
 10 h/hw

PURCHASE REQUEST

Dept./Office: DBM

PR #: GF-2020-10-00457 /1254

Date: 10-15-2020

Section/End-User: Julia A. Tabinas

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: EXT52

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Book Cloth, Black	yard	5	130.00	NILDA T. AMESTOSO	650.00
2	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	11	14.00	NILDA T. AMESTOSO	154.00
3	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00	NILDA T. AMESTOSO	380.00
4	Folder, File, Long, 14pts, White	piece	30	10.00	NILDA T. AMESTOSO	300.00
5	Folder, Pressboard, US, Green, Long	pcs	30	30.00	NILDA T. AMESTOSO	900.00
6	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00	NILDA T. AMESTOSO	12,650.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00	NILDA T. AMESTOSO	5,780.00
8	Paper, Mimeo, WW, A4, S-18	reams	25	210.00	NILDA T. AMESTOSO	5,250.00
9	Paper, Mimeo, WW, Long, S-18	reams	30	218.00	NILDA T. AMESTOSO	6,540.00
10	Pen, Highlighter, yellow	pieces	4	45.00	NILDA T. AMESTOSO	180.00
11	Pencil, Lead, #2, w/ eraser	pieces	6	10.00	NILDA T. AMESTOSO	60.00
TOTAL						32,844.00

Purpose: for office use

Checked by:

DOREEN B. ALBA

Funds Available:

MYRNA S. PANCITO

TWG - Office Supplies

HEAD, BUDGET OFFICE 8/10/20

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:

JULIA A. TABINAS

NILDA T. AMESTOSO

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU