



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0625**

Dept./Office: **RSPPRO**

PR No.: **GF-2024-10-02082**

Date: **10-04-2024**

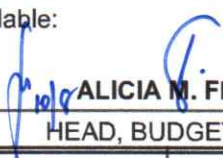
Section/End-User: **Carren Mae B. Vilbar**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **GAA**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	Binder Clip, 1-inch, 12 pcs/box	Box of 12's	10	100.00		1,000.00
3	Binder Clip, 2-inch, 12 pcs/box	boxes	10	100.00		1,000.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
4	Comix Orig. Ribbon Cartridge for Time Recorder	pc	3	300.00		900.00
Specification: Original Comix Time Recorder Ribbon F3503 For MT-620T Time Recorder						
5	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
6	Envelope, Expanding, with garter tie, green, long	pc	50	30.00		1,500.00
7	Envelope, Mailing, white, long, 500pcs/box	boxes	1	525.00		525.00
8	Folder, Pressboard, US, Green, Long	pcs	20	35.00		700.00
9	Index Card, 5" x 8", ruled both sides, 100 pcs/pack	pack	2	54.00		108.00

10	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
Specification: bright white, high premium quality						
11	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
12	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
13	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
14	Photo Paper Glossy A4	sheets	8	150.00		1,200.00
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
15	Push Pins	boxes	1	40.00		40.00
16	Record Book, Big, 300 pages	pcs	1	155.00		155.00
17	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
18	Staple Wire, #10	boxes	18	20.00		360.00
19	Staple Wire, #35	boxes	18	35.00		630.00
20	Sticky Note, 3 x 3, Yellow	pads	10	84.00		840.00
21	Tape, Double Sided, 3/4" x 10m	rolls	6	26.00		156.00
22	White Folders, 0.14mm long 100pcs/pack	packs	1	600.00		600.00
TOTAL						21,459.00
Purpose: For Office Use						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES 200-25 HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	CARREN MAE B. VILBAR		JENNIFER E. ANDO		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	