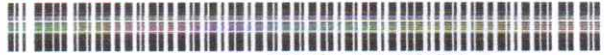


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PR-2023-1114-156361

BUDGET



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

PURCHASE REQUEST

PPMP No. : 35-5-1085-2023-7-0-0

Dept./Office: CAS

PR No.: GF-2023-11-02793

Date: 11-14-2023

Section/End-User: MARY JOY P. ISRAEL

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: CAS-2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
2	Envelope, Document, Brown, 150 lbs, Long	pc	25	7.00		175.00
3	Envelope, Document, Brown, 150 lbs, Short	pc	50	5.00		250.00
4	Folder, Pressboard, US, Blue, Long	pieces	50	30.00		1,500.00
5	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
6	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	5	35.00		175.00
7	Stamp Pad, 4 x 2.75" (Purple)	pc	1	60.00		60.00
8	Staple Wire, #35	boxes	10	35.00		350.00
9	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	2	155.00		310.00
10	Tape, Double Sided, 2" x 10m	rolls	3	120.00		360.00
11	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
12	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
TOTAL						4,475.00

Purpose: For Office Supplies

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: MARY JOY P. ISRAEL END USER	Noted by: MA. THERESA P. LORETO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU