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PR-2024-0705-209034

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

PURCHASE REQUEST

PPMP No. : PPMP-2024-070424-0236

Dept./Office: IO

PR No.: TF-2024-07-01326

Date: 07-05-2024

Section/End-User: Maria Louella C. Tambis

Category: Office Supplies

Duration: 2024-03-18

Funding Source: Trust Fund

Project Title/Code: 20201050-10.118

to
2025-09-17

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Paper One bond paper	ream	4	1,500.00		6,000.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
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						
3	Envelope, Expanding, with garter tie, brown, short	pc	30	20.00		600.00
4	Gel Ink Sign Pen 0.5, blue	pcs	30	30.00		900.00
5	Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)	pack	3	65.00		195.00
6	Specialty board, short 8-1/2 x 11, 120 gsm, yellow (10pcs/pack)	pack	6	65.00		390.00
7	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	pack	5	65.00		325.00
8	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	6	204.00		1,224.00
TOTAL						10,384.00

Purpose: project's daily operation

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available: NICK-FREDDY R. BELLO (OIC) HEAD, ACCOUNTING OFFICE	
Signature: Printed Name: MARIA LOUELLA C. TAMBIS Designation:	Prepared by: MARIA LOUELLA C. TAMBIS UNIT HEAD, PROJECT LEADER	Noted by: MARIA LOUELLA C. TAMBIS UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU