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PR-2024-0125-173069



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

PURCHASE REQUEST

PPMP No. : 20-1-897-2024-0-0-0

Dept./Office: IHK

PR No.: STF-2024-01-00224

Date: 01-25-2024

Section/End-User: Marvin B. Bandalan

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: IHK Athletic Fee 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Certificate Jacket A4	pcs	20	40.00		800.00
Specification: Certificate Jacket A4 Blue in color						
3	Correction Tape, 10 meters	pcs	20	32.00		640.00
4	Datafiler	pc	20	250.00		5,000.00
Specification: ?23cm H x 14cm W x 44cm D						
5	Fabric Conditioner, 4L, any scent	gallon	10	1,300.00		13,000.00
6	Fastener, Paper, non-rust metal, 50 sets/box	boxes	20	50.00		1,000.00
7	Floor Mop with wooden handle, heavy duty	pcs	5	240.00		1,200.00
8	Folder, File, Long, 14pts, White	piece	500	10.00		5,000.00
9	Muriatic Acid concentrated scented	gal	2	350.00		700.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
Specification: bright white, high premium quality						
11	Paper, Bond, Long, S-20, 70 gsm	reams	50	286.00		14,300.00
Specification:						

bright white, high premium quality

12	Pencil, Lead, #2, w/ eraser	pieces	30	10.00		300.00
13	Record Book, Big, 500 pages	pcs	10	175.00		1,750.00
14	Scissors, 8" heavy duty, good quality	pieces	10	75.00		750.00
15	Sharpener, Pencil Heavy Duty good qly	pieces	2	350.00		700.00

Specification:

Table Type

16	Staple Wire, #10	boxes	10	15.00		150.00
17	Staple Wire, #35	boxes	10	35.00		350.00
18	Tape, Masking, 1" x 25 yards	rolls	20	48.00		960.00
19	Tape, Masking, 2" x 25 yards	rolls	10	95.00		950.00
TOTAL						77,450.00

Purpose: For IHK office use

Checked by:

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

MARVIN B. BANDALAN

END USER

Noted by:

CHARIS B. LIMBO - RIVERA

UNIT HEAD, PROJECT LEADER

Approved by:

DANIEL LESLIE S. TAN

OIC-PRESIDENT, VSU