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PR-2024-0819-217671



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

PURCHASE REQUEST

PPMP No. : PPMP-2024-070424-0236

Dept./Office: IO

Section/End-User: Maria Louella C. Tambis

Funding Source: Trust Fund

PR No.: TF-2024-08-01574

Category: Office Supplies

Project Title/Code: 20201050-10.118

Date: 08-19-2024

Duration: 2024-03-18

to

2025-09-17

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Paper One bond paper	ream	10	1,500.00		15,000.00
2	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						
3	Data filer box, double, 11 x 40 x 24cm	pcs	5	500.00		2,500.00
4	Stapler, HD No.35	pc	3	400.00		1,200.00
TOTAL						19,950.00

Purpose: for project's daily operation

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