



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

SCAN HERE



PR-2023-0817-138993

08/18/23 d/t/n

PURCHASE REQUEST

PPMP No. : 141-5-2058-2024-7-0-0

Dept./Office: **GDO**

PR No.: **GF-2023-08-01844**

Date: **08-17-2023**

Section/End-User: **Benjielyn D. Carpio**

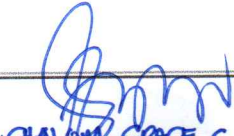
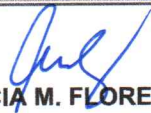
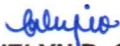
Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **GDO-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	1	150.00		150.00
Specification: ?No Backprint, No Back Print Photopaper Photopapers ?Size: A4 (8.25in x 11.75in) ?Content: 20 Sheets / pack ?Thickness: 230gsm ?Kind: Gloss						
2	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	2	250.00		500.00
3	Folder, Morocco, Long, w/ plastic binder, Blue	pieces	10	18.00		180.00
4	Folder, Pressboard, US, Green, Long	pcs	20	30.00		600.00
5	Glue Pen, Clear, 50mL	tubes	2	25.00		50.00
6	Paper, Bond, A4, S-20, 70 gsm	reams	4	253.00		1,012.00
Specification: bright white, high premium quality						
7	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
8	Scotch Tape	pcs	1	30.00		30.00
Specification: Scotch tape 50m 1/2"						
9	Sign Here Sticky Notes	pack	2	59.00		118.00
10	Sticky Note, 3 x 3, Yellow	pads	2	84.00		168.00
11	Tape, Double Sided, 1" x 10m	rolls	2	45.00		90.00
12	Tape, Double Sided, 2" x 10m	rolls	2	120.00		240.00
13	Tape, Masking, 1/2" x 25 yards	rolls	2	25.00		50.00
TOTAL						3,538.00

Purpose: Office supplies

Checked by:  STALOM GRACE C. SUGANO JED ASAPH D. CORTES 		Funds Available:  ALICIA M. FLORES ^{1st 201-'24} HEAD, BUDGET OFFICE	
TWG - Office Supplies			
Signature: Printed Name: Designation:	Requested by:  BENJIELYN D. CARPIO	Noted by:  ALLEN GLENNIE P. LAMBERT	Approved by:  EDGARDO E. TULIN
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU