



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

PURCHASE REQUEST

PPMP No. : 21-5-3074-2024-8-0-4

Dept./Office: **ISRDS**

PR No.: **GF-2023-10-02540**

Date: **10-09-2023**

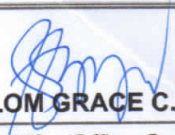
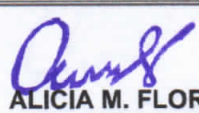
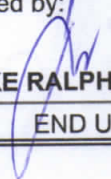
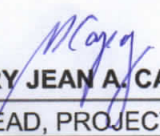
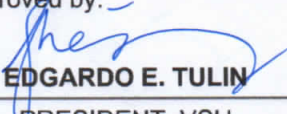
Section/End-User: **Jake Ralph P. Pilare**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **VSU-IP-2023-10**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	7 in 1 set Office Supplies Organizer	unit	4	350.00		1,400.00
Specification: ?Packing: 1 X 1pc storage rack ?Color: black ?Size: 22cm x 14cm x 12.7cm ?Material: stainless steel + metal mesh ?Design: 7in1 metal grid with drawer ?Suitable for: pens, school supplies, cosmetics, remote control, etc. ?Features: 1. With classification, finishing functions 2. Simple and Beautiful 3. Suitable for Offices, Schools, Factories, etc. 4. Large Capacity 5. Multi-functional 6. Can Put Pens, Cards, etc.						
2	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						
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	20	115.00		2,300.00
4	Eraser, whiteboard, magnetic flannel	pc	6	60.00		360.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
6	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
7	Folder, File, Short, 14pts, White	piece	50	8.00		400.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification: bright white, high premium quality						
9	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
10	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
11	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
12	Stapler, HD No.35	pc	1	350.00		350.00
13	Stapler, HD-# 10	pieces	1	120.00		120.00
14	White Board	pcs	3	700.00		2,100.00
Specification: 35x50cm whiteboard						
TOTAL						15,886.00
Purpose: Office Supplies and Materials						
Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES → HEAD, BUDGET OFFICE		
Signature:	Requested by: 		Noted by: 		Approved by: 	
Printed Name:	JAKE RALPH P. PILARE		MERRY JEAN A. CAPARAS		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	