



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

## PURCHASE REQUEST

PPMP No. : 154-5-2152-2023-1-0-2

Dept./Office: ODIE

PR No.: GF-2023-04-00695

Date: 04-18-2023

Section/End-User: Dineyvid C. Facundo

Category: Office Supplies

Duration: 2023-01-01

Funding Source: General Fund - MOOE

Project Title/Code: VSU-FTP-2023-4

to  
2023-12-31

| Item # | Item Description                       | Unit    | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|----------------------------------------|---------|-----|-----------|---------|------------|
| 1      | 2 ply Toilet Paper                     | rolls   | 50  | 10.00     |         | 500.00     |
| 2      | A4 Pigment Printer                     | lot     | 1   | 20,000.00 |         | 20,000.00  |
| 3      | Board, illustration, 20" x 30" (2 Ply) | pcs     | 50  | 30.00     |         | 1,500.00   |
| 4      | Glue, White, All-purpose, 1 gallon     | gallons | 4   | 510.00    |         | 2,040.00   |
| 5      | Paper, Bond, A3, S-24, 80 gsm          | reams   | 1   | 580.00    |         | 580.00     |

### Specification:

bright white, high premium quality

|       |                                        |       |   |        |  |           |
|-------|----------------------------------------|-------|---|--------|--|-----------|
| 6     | Squeegee (4 inches)                    | pcs   | 5 | 120.00 |  | 600.00    |
| 7     | White Folders, 0.14mm long 100pcs/pack | packs | 2 | 430.00 |  | 860.00    |
| TOTAL |                                        |       |   |        |  | 26,080.00 |

Purpose: for construction of 3D Model

Checked by:

JED ASAPM D. CORTES

Funds Available:

for ALICIA M. FLORES  
HEAD, BUDGET OFFICE

TWG - Office Supplies

|               |                    |                           |                  |
|---------------|--------------------|---------------------------|------------------|
| Signature:    | Requested by:      | Noted by:                 | Approved by:     |
| Printed Name: | DHEYVID C. FACUNDO | MA. RACHEL KIM L. AURE    | EDGARDO E. TULIN |
| Designation:  | END USER           | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU   |