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PR-2023-0426-113542



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

PURCHASE REQUEST

PPMP No. : 41-5-1493-2023-3-0-6

PR No.: STF-2023-04-00769

Date: 04-26-2023

Dept./Office: NSTP/CWTS

Category: Office Supplies

Section/End-User: Marlon V. Dampios

Project Title/Code: CWTS TRAINING PROCUREMENT
SUPPLIES

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Certificate Holder (A4)	pcs	53	65.00		3,445.00
2	Frame, for certiftcates, A4 size	pcs	10	380.00		3,800.00
Specification:						
Hard border, with color black or brown color. Glass type.						
3	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3	115.00		345.00
4	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00		230.00
5	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
6	Pen, Pentel Pen, Fine blue & black	pcs	15	50.00		750.00
7	Specialty Paper, A4, Ivory	pack	10	500.00		5,000.00
8	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	20	79.00		1,580.00
9	Toilet Bowl Cleaner, at least 1 liter	btl	1	250.00		250.00
TOTAL						15,900.00

Purpose: CWTS Supplies

Checked by:		Funds Available:	
 JED ASAPH D. CORTES TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARLON V. DAMPIOS	 JOY A. BELLEN	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU