



PPMP #: 43-5-266-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: DSS

PR #: GF-2020-10-00351 /1488

Date: 10-14-2020

Section/End-User: Beatriz C. Jadina

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DSS. 51823

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions, <i>not made in China</i>	unit	2	700.00	BEATRIZ C. JADINA	1,400.00
2	Detachable plastic documentary tray (3-4 layers)	sets	2	700.00	BEATRIZ C. JADINA	1,400.00
Specification: Detachable plastic documentary tray (3-4 layers); color: black						
3	Folder, File, Long, 14pts, White	piece	50	10.00	BEATRIZ C. JADINA	500.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00	BEATRIZ C. JADINA	2,530.00
5	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00	BEATRIZ C. JADINA	2,860.00
6	Pen, Ball, blue	pieces	10	10.00	BEATRIZ C. JADINA	100.00
7	Pen, Ball, red	pieces	10	10.00	BEATRIZ C. JADINA	100.00
TOTAL						8,890.00

Purpose: for project use

Checked by: NELLO D. GORNE TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: BEATRIZ C. JADINA END USER	Noted by: BEATRIZ C. JADINA PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU