PPMP #: *5-5-324-2021-8-0-0*

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

GF-2021-08-00564

PURCHASE REQUEST

Dept./Office: **DBS** PR #: **GF-2021-08-00564** Date: **08-02-2021**

Section/End-User: **Brenda Me P. Valenzona** Category: **Office Supplies**

Funding Source: **General Fund - MOOE** Project Title/Code: **DBS GF(A.III.A)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Battery, Rechargeable, 9 volts**	pcs	1	600.00	ANALYN M. MAZO	600.00
2	**Fastener, Paper, plastic, 50 sets/box**	boxes	4	38.00	ANALYN M. MAZO	152.00
3	**Pencil, Lead, #2, w/ eraser**	pieces	4	10.00	ANALYN M. MAZO	40.00
4	**Puncher, Heavy Duty**	pieces	1	450.00	ANALYN M. MAZO	450.00
5	**Record Book, Big, 500 pages**	pcs	2	115.00	ANALYN M. MAZO	230.00
6	**Scissors, 6" heavy duty, good quality**	piece	2	68.00	ANALYN M. MAZO	136.00
7	**Sharpener, Pencil Heavy Duty good qlty**	pieces	1	350.00	EUTIQUIO B. BORNIAS	350.00
	Specification: Table Type					
8	**Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)**	pack	2	65.00	ANALYN M. MAZO	130.00
9	**Stapler, HD No.35**	pc	2	350.00	ANALYN M. MAZO	700.00
10	**Stapler, HD-# 10**	pieces	4	100.00	ANALYN M. MAZO	400.00
	TOTAL					**3,188.00**

Purpose: office supplies

Checked by:	Funds Available:
DOREEN B. ALBA	**MYRNA S. PANCITO**
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			for:
Printed Name:	**BRENDA ME P. VALENZONA**	**ANALYN M. MAZO**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU