

SCAN HERE



PR-2023-0831-142050



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

PURCHASE REQUEST

PPMP No. : 13-5-485-2024-7-0-1

Dept./Office: DOE

PR No.: GF-2023-08-02079

Date: 08-31-2023

Section/End-User: Carlito O. Suganob

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DOE 2024 PPMP (A.III.a)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	2 ply Toilet Paper	rolls	10	10.00		100.00
2	Cleanser, Powder, 500g, any scent	btls	5	76.00		380.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
4	Correction Pen, rolling ball-metal tip	pc	3	220.00		660.00
5	Disinfectant Spray, 170g	can	3	280.00		840.00
6	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	boxes	6	850.00		5,100.00

Specification:

?Transparent Extension: 1/2"

?Color: Clear (no color)

?1 box contains 25 packs.

?1 pack contains 2 pcs.

7	Multi-Insect Killer Spray, 250mL	tubes	3	300.00		900.00
8	Nylon, #300, for grass cutter	kl	2	450.00		900.00
9	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	4	25.00		100.00
10	Pen, Ball, black	pieces	20	10.00		200.00
11	Pen, Ball, blue	pieces	20	10.00		200.00
12	Pen, Ball, red	pieces	20	10.00		200.00
13	Pen, Highlighter, orange	pieces	3	46.00		138.00
14	Pen, Highlighter, violet	pieces	3	47.00		141.00
15	Pen, Highlighter, yellow	pieces	3	45.00		135.00
16	Pencil, Lead, #2, w/ eraser	pieces	20	10.00		200.00
17	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00

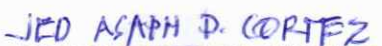
Specification:

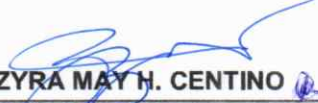
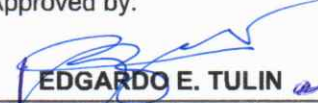
Table Type

18	Soap, Toilet , guest size	pieces	5	15.00		75.00
19	Tape, Double Sided, 1" x 10m	rolls	3	45.00		135.00

20	Tape, Masking, 3" x 25 yards	rolls	4	143.00		572.00
21	Tape, Packaging, 2" x 100 yards, Tan	rolls	2	75.00		150.00
22	Tape, Transparent, 24mm x 50m	rolls	2	120.00		240.00
	TOTAL					11,866.00

Purpose: For office use

Checked by:  SHALOM GRACE C. SUGANO	Funds Available:  ALICIA M. FLORES <i>W/ 307-2024</i>
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	CARLITO O. SUGANOB	ZYRA MAY H. CENTINO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU