



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

SCAN HERE



PR-2025-0528-274661

PURCHASE REQUEST

PPMP No. : **PPMP-2025-052425-1201**

Dept./Office: **AccO**

PR No.: **TF-2025-05-00679**

Date: **05-28-2025**

Section/End-User: **Valerie Y. Vergis**

Category: **Office Supplies**

Funding Source: **Trust Fund**

Project Title/Code: **PPMP Admin Cost 2025 - ICT and OS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Documentary, Brown, 150 lbs, Long	pc	100	7.00		700.00
2	Envelope, Expanding, with garter tie, brown, long	pc	100	20.00		2,000.00
3	Envelope, Expanding, with garter tie, green, long	pc	100	30.00		3,000.00
4	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
5	Folder, Pressboard, US, Green, Long	pcs	200	35.00		7,000.00
6	Minimalist Extended Mouse Pad	pcs	3	450.00		1,350.00
Specification: Durable and washable mouse pad Non-slip Rubber Base 900x400mm size Minimalist Design						
7	Paper, Bond, A4, S-24, 80 gsm	reams	160	289.00		46,240.00
Specification: bright white, high premium quality						
8	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
Specification: bright white, high premium quality						
9	Pen, Sign, .5mm, Gel-type, Blue	piece	500	35.00		17,500.00
10	Pen, Sign, .5mm, Gel-type, Violet	pc	300	35.00		10,500.00
Specification: Pen, Sign, .5mm, Gel-type, Violet						
11	Rubberband, #18, 350 gms/box	boxes	10	270.00		2,700.00
12	Sign Here Sticky Notes	pack	10	59.00		590.00
13	Staple Wire, #35	boxes	15	35.00		525.00

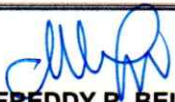
14	Stapler, HD No.35	pc	3	400.00		1,200.00
15	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00		790.00
16	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
17	Tape, Transparent, 12mm x 50m	rolls	20	68.00		1,360.00
18	Time Card for COMIX Time Recorder machine	pack of 100's	5	300.00		1,500.00

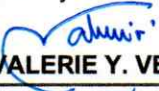
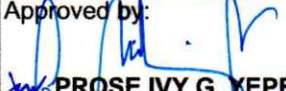
Specification:

- Dimension: 86.36 x 190.5mm (3.4 x 7.5 inches)
- Material: Paper, 100 pcs/pack
- Color: Red or Blue

	TOTAL					115,805.00
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Purpose: For operation use. Financial administration of externally funded projects.

Checked by:	 VIVIAN V. BALBARINO	Funds Available:	 NICK FREDDY R. BELLO
	TWG - Office Supplies <i>in 3/29/30</i>		HEAD, ACCOUNTING OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 VALERIE Y. VERGIS	 NICK FREDDY R. BELLO	 PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU