



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0465**

Dept./Office: **IHK**

PR No.: **GF-2024-10-02835**

Date: **10-10-2024**

Section/End-User: **Marvin B. Bandalan**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **IHK GAA 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	15	200.00		3,000.00
2	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
3	Date stamp, 10 years advance or more	pcs	1	195.00		195.00
4	Fabric Conditioner, 4L, any scent	gallon	6	1,300.00		7,800.00
5	Furniture Polish	btls	10	350.00		3,500.00
Specification: 450ml, spray type (orange flavor/scent)						
6	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00		575.00
7	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00
8	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	200.00		4,000.00
9	Muriatic Acid concentrated scented	gal	5	350.00		1,750.00
10	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
11	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
12	Pencil, Lead, #2, w/ eraser	pieces	45	10.00		450.00
13	Received Stamp	pcs	1	200.00		200.00
Specification: Received stamp VSU Fuel Station with Date & Signature Square/Rectangular						
14	Scissors, 6" heavy duty, good quality	piece	10	68.00		680.00



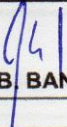
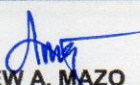
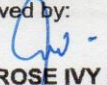
15	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	150.00		1,500.00
16	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
17	Staple wire remover	pieces	5	40.00		200.00
18	Staple Wire, #35	boxes	20	35.00		700.00
19	Tape, Duct, 2" x 25m, Black/Grey	rolls	5	180.00		900.00
20	Transparent Tape (1")	rolls	15	25.00		375.00
21	Transparent Tape (2")	rolls	10	40.00		400.00
22	Vellum Paper A4	reams	10	290.00		2,900.00

Specification:

100pc/pack 220gsm A4 Vellum, white color

23	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	1	1,680.00		1,680.00
TOTAL						34,630.00

Purpose: For IHK office use.

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES 701-25	
TWG - Office Supplies 6/14/24		HEAD, BUDGET OFFICE	
Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	MARVIN B. BANDALAN	ANDREW A. MAZO	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	P. PRESIDENT, VSU