

SCAN HERE



PR-2024-0119-171315



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

## PURCHASE REQUEST

PPMP No. : 231-1-1609-2024-0-0-0

Dept./Office: **GS**PR No.: **STF-2024-01-00189**Date: **01-19-2024**Section/End-User: **Maricar B. Posas**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **GS PPMP2024**

| Item #  | Item Description                | Unit   | Qty                          | Unit Cost  | PAR/ICS                     | Total Cost       |
|---|---------------------------------|--------|------------------------------|--|-----------------------------|------------------|
| 1   | Nylon, #300, for grass cutter   | kl     | 2                            | 450.00   |                             | 900.00           |
| 2   | Paper Cutter, wood, A4 size     | piece  | 1                            | 625.00   |                             | 625.00           |
| 3   | Paper, Bond, A4, S-20, 70 gsm   | reams  | 30                           | 253.00   |                             | 7,590.00         |
| <b>Specification:</b><br>bright white, high premium quality               |                                 |        |                              |  |                             |                  |
| 4   | Paper, Bond, Long, S-20, 70 gsm | reams  | 3                            | 286.00   |                             | 858.00           |
| <b>Specification:</b><br>bright white, high premium quality               |                                 |        |                              |  |                             |                  |
| 5   | Plaque, Customized              | pieces | 5                            | 1,500.00   |                             | 7,500.00         |
| <b>Specification:</b><br>For special guests during university events      |                                 |        |                              |  |                             |                  |
| <b>TOTAL</b>  |                                 |        |                              |  |                             | <b>17,473.00</b> |
| Purpose: office use   |                                 |        |                              |  |                             |                  |
| Checked by:<br><br><b>SHALOM GRACE C. SUGANO</b><br>TWG - Office Supplies |                                 |        |                              | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                             |                  |
| Signature:  | Requested by:                   |        | Noted by:                    |  | Approved by:                |                  |
| Printed Name:   | <b>MARICAR B. POSAS</b>         |        | <b>CATHERINE C. ARRADAZA</b> |  | <b>DANIEL LESLIE S. TAN</b> |                  |
| Designation:  | END USER                        |        | UNIT HEAD, PROJECT LEADER    |  | OIC-PRESIDENT, VSU          |                  |