



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0077**

Dept./Office: **OVPSAS**

PR No.: **GF-2024-10-02163**

Date: **10-07-2024**

Section/End-User: **Sheila Marie C. Lemos**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OVPSAS-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Paper One bond paper	ream	10	1,500.00	SHEILA MARIE C. LEMOS	15,000.00
2	CONTINGENCY FUND	lot	1	15,000.00	SHEILA MARIE C. LEMOS	15,000.00
3	Envelope, Document, Brown, 150 lbs, Long	pc	10	7.00		70.00
4	Envelope, Expanding, with garter tie, brown, long	pc	20	20.00		400.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	10	40.00		400.00
6	Folder, Pressboard, A4, US Green, Double Fold	pcs	10	50.00	SHEILA MARIE C. LEMOS	500.00

Specification:

Folder, pressboard, A4, US Green, double fold

7	Folder, Pressboard, US, Blue, Long	pieces	10	40.00	SHEILA MARIE C. LEMOS	400.00
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Specification:

Feature: The board must be thick and firm

8	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00	SHEILA MARIE C. LEMOS	1,950.00
9	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	200.00	SHEILA MARIE C. LEMOS	2,000.00
10	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
11	Record Book, 200 Pages	piece	2	90.00		180.00
12	Staple Wire, #35	boxes	3	35.00		105.00
13	Tape, Double Sided, 1" x 10m	rolls	3	45.00		135.00
14	Tape, Duct, 2" x 25m, Black/Grey	rolls	3	180.00		540.00
15	Tape, Masking, 1" x 25 yards	rolls	3	48.00	SHEILA MARIE C. LEMOS	144.00
16	Tape, Packaging, 2" x 100 yards, Tan	rolls	3	75.00	SHEILA MARIE C. LEMOS	225.00
17	Tape, Transparent, 12mm x 50m	rolls	3	68.00		204.00

18	Vellum Paper A4	reams	200	290.00	58,000.00
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Specification:

100pc/pack 220gsm A4 Vellum, white color

TOTAL

95,403.00

Purpose: For office use.

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

AUCIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

SHEILA MARIE C. LEMOS

Noted by:

ALELI A. VILLOCINO

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU