

SCAN HERE



PR-2024-1007-228066


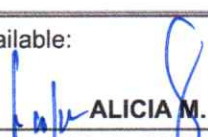
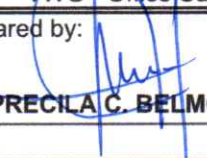

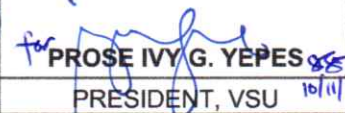


Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0615**Dept./Office: **PRCRTC**PR No.: **GF-2024-10-02178**Date: **10-09-2024**Section/End-User: **Precila C. Belmonte**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PRCRTC A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Expanded Folder, Green color	pcs	25	20.00		500.00
Specification: none						
2	A4 Paper One bond paper	ream	20	1,500.00		30,000.00
3	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	200.00		400.00
4	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
5	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
6	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	2	300.00		600.00
7	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
8	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	2	30.00		60.00
9	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	2	75.00		150.00
10	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
11	Jumbo Paper Clips	Box of 100's	3	30.00		90.00

Specification:						
none						
12	Paper Clips Small Vinyl (33MM)	Box of 100's	3	35.00		105.00
13	Paper Clips Small Vinyl (50mm)	Box of 100's	3	40.00		120.00
14	Pen, pentel, pilot, (assorted colors)	pcs	3	75.00		225.00
Specification:						
<ul style="list-style-type: none"> • 4-blue • 4-black • 2-red 						
15	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
TOTAL						35,750.00
Purpose: PhilRootcrops Office Supplies						
Checked by:				Funds Available:		
 VIVIAN V. BALBARINO TWG - Office Supplies 8/10/19/20				 ALICIA M. FLORES 2025 HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	 PRECILA C. BELMONTE		 ALAN B. LORETO		 PROSE IVY G. YEPES 8/5	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU 10/11/24	