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PR-2024-0613-203324



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-060324-0164**Dept./Office: **DGE**PR No.: **STF-2024-06-01266**Date: **06-13-2024**Section/End-User: **James B. Escudra**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DGE-2024-STF-05**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Chalk, White, Dustless, 100 pcs/box	boxes	8	75.00		600.00
2	Fastener, Paper, plastic, 50 sets/box	boxes	2	40.00		80.00
3	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00
4	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	5	165.00		825.00
5	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	5	165.00		825.00
6	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
7	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
8	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
9	Pen, Whiteboard Marker, red	pieces	12	50.00		600.00
10	Pen, Whiteboard Marker, black	pieces	12	50.00		600.00
11	Pen, Whiteboard Marker, blue,	pieces	12	50.00		600.00
TOTAL						13,425.00

Purpose: Laboratory use

Checked by:

SHALOM GRACE S. VEGA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

JAMES B. ESCUADRA

Designation:

Prepared by:

Noted by:

FLORENTINO F. MORALES JR.

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU