

SCAN HERE



PR-2024-0208-177490



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

## PURCHASE REQUEST

PPMP No. : 90-1-2831-2024-6-0-3

PR No.: STF-2023-12-02943

Date: 02-08-2024

Dept./Office: OHIGP

Category: Office Supplies

Section/End-User: Josefina L. Soria

 Project Title/Code: Income Generating Projects Office  
 STF-UP 17

Funding Source: Special Trust Fund

| Item # | Item Description                                                            | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|-----------------------------------------------------------------------------|--------|-----|-----------|---------|------------|
| 1      | Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions | unit   | 3   | 1,350.00  |         | 4,050.00   |
| 2      | Data filer box, double, 11 x 40 x 24cm                                      | pcs    | 10  | 500.00    |         | 5,000.00   |
| 3      | Envelope, Document, Brown, 150 lbs, Long                                    | pc     | 150 | 7.00      |         | 1,050.00   |
| 4      | Envelope, Document, Brown, 150 lbs, Short                                   | pc     | 50  | 5.00      |         | 250.00     |
| 5      | Fastener, Paper, plastic, 50 sets/box                                       | boxes  | 5   | 38.00     |         | 190.00     |
| 6      | Pen, Ball, blue                                                             | pieces | 50  | 10.00     |         | 500.00     |
| TOTAL  |                                                                             |        |     |           |         | 11,040.00  |

Purpose: FOR REPAIR AND MAINTENANCE

|                                                            |                             |                                                    |                                 |
|------------------------------------------------------------|-----------------------------|----------------------------------------------------|---------------------------------|
| Checked by:                                                |                             | Funds Available:                                   |                                 |
| <br><b>SHALOM GRACE C. SUGANO</b><br>TWG - Office Supplies |                             | <br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                                 |
| Signature:                                                 | Prepared by:                | Noted by:                                          | Approved by:                    |
| Printed Name:                                              | <b>JOSEFINA L. SORIA</b>    | <br><b>ARGINA M. POMIDA</b>                        | <br><b>DANIEL LESLIE S. TAN</b> |
| Designation:                                               | ad DRC / Front Desk - RGASO | UNIT HEAD, PROJECT LEADER                          | PRESIDENT, VSU                  |