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PR-2023-1010-150273



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

PURCHASE REQUEST

PPMP No. : 118-1-751-2023-9-0-1

Dept./Office: DABE

PR No.: STF-2023-10-02553

Date: 10-10-2023

Section/End-User: Lorbert G. Mazo

Category: Office Supplies

Duration: 2023-10-04

Funding Source: Special Trust Fund

Project Title/Code: EXT STF - 08

to
2023-12-30

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink <i>Specification</i> <i>• With plastic handle</i>						
2	Envelope, Expanding, plastic, A4	pc	30	59.00		1,770.00
3	Memo Notebooks, 60 leaves	pieces	30	30.00		900.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	3	289.00		867.00
Specification: bright white, high premium quality <i>Specification</i> <i>• Single line</i> <i>• White paper</i> <i>• Monochrome/One color cover</i>						
5	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	4	85.00		340.00
TOTAL						4,377.00

Purpose: For RMO Training of DABE Faculty and Lab. Tech.

Checked by:		Funds Available:	
SHALOM GRACE C. SUGANO		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	LORBERT G. MAZO	ANTONIO P. ABAMO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU