



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

SCAN HERE



PR-2024-0705-209034

PURCHASE REQUEST

PPMP No. : **PPMP-2024-070424-0236**

Dept./Office: **IO**

PR No.: **TF-2024-07-01326**

Date: **07-05-2024**

Section/End-User: **Maria Louella C. Tambis**

Category: **Office Supplies**

Duration: **2024-03-18**
to

Funding Source: **Trust Fund**

Project Title/Code: **20201050-10.118**

2025-09-17

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--|---|------|-----|-----------|---------|------------------|
| 1 | A4 Paper One bond paper | ream | 4 | 1,500.00 | | 6,000.00 |
| 2 | Alcohol, Ethyl, 70% solution, 500mL | btls | 6 | 125.00 | | 750.00 |
| Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry | | | | | | |
| 3 | Envelope, Expanding, with garter tie, brown, short | pc | 30 | 20.00 | | 600.00 |
| 4 | Gel Ink Sign Pen 0.5, blue | pcs | 30 | 30.00 | | 900.00 |
| 5 | Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack) | pack | 3 | 65.00 | | 195.00 |
| 6 | Specialty board, short 8-1/2 x 11, 120 gsm, yellow (10pcs/pack) | pack | 6 | 65.00 | | 390.00 |
| 7 | Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack) | pack | 5 | 65.00 | | 325.00 |
| 8 | Tissue, Bathroom, 2 Ply, 12rolls/pack | pack | 6 | 204.00 | | 1,224.00 |
| TOTAL | | | | | | 10,384.00 |

Purpose: project's daily operation

| | | | |
|----------------------------|--------------------------------|--------------------------------|--------------------------|
| Checked by: | | Funds Available: | |
| VIVIAN V. BALBARINO | | NICK FREDDY R. BELLO | |
| TWG - Office Supplies | | (OIC) HEAD, ACCOUNTING OFFICE | |
| Signature: | Prepared by: | Noted by: | Approved by: |
| Printed Name: | MARIA LOUELLA C. TAMBIS | MARIA LOUELLA C. TAMBIS | PROSEIVY G. YEPES |
| Designation: | | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |