



08/11/23



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

PURCHASE REQUEST

PPMP No. : 180-5-605-2024-7-0-0

Dept./Office: OUS

PR No.: GF-2023-08-01553

Date: 08-10-2023

Section/End-User: Antonieta D. Israel

Category: Office Supplies

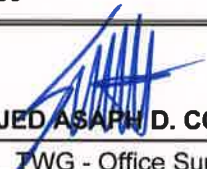
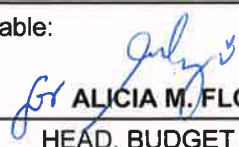
Funding Source: General Fund - MOOE

Project Title/Code: OUS

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Book Cloth, Black	yard	3	130.00		390.00
2	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
3	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
4	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	1	520.00		520.00
5	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	4	30.00		120.00
6	Cutting Mat, self-healing rubber, green, A4	pc	3	220.00		660.00
7	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	2	300.00		600.00
8	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
9	Epson L6290 001 Ecotank Ink Black	btls	1	600.00		600.00
10	Epson L6290 001 Ecotank Ink Cyan	btls	1	400.00		400.00
11	Epson L6290 001 Ecotank Ink Magenta	btls	1	400.00		400.00
12	Epson L6290 001 Ecotank Ink Yellow	btls	1	400.00		400.00
13	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
14	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
15	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
16	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	1	450.00		450.00
17	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, yellow	ream	1	450.00		450.00
18	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, green	ream	1	450.00		450.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
19	Multi-Purpose Glue, 130 g	btl	5	60.00		300.00
20	Notebook, Spiral 60 leaves	pcs	5	23.00		115.00
21	Paper, Bond, A3, S-24, 80 gsm	reams	1	580.00		580.00
Specification: bright white, high premium quality						
22	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
23	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
Specification: bright white, high premium quality						
24	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
25	Pen, Ball, blue	pieces	12	10.00		120.00
26	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
27	PVC Plastic Cover, A4, 300micron	pack	2	850.00		1,700.00
28	Ring Binder, plastic, 25mm ,1" black	pieces	20	30.00		600.00
29	Ring Binder, plastic, 51mm 2" black	pieces	50	55.00		2,750.00
30	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
31	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
32	Tape, Double Sided, 3/4" x 10m	rolls	10	26.00		260.00
33	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
TOTAL						49,573.00

Purpose: For office use

Checked by:		Funds Available:	
 JED ASAPH D. CORTES TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ANTONIETA D. ISRAEL	GUIRALDO C. FERNANDEZ JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

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