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PR-2023-0818-139335



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

PURCHASE REQUEST

PPMP No. : 24-5-1824-2024-7-0-1

Dept./Office: **PRCRTC**PR No.: **GF-2023-08-01896**Date: **08-18-2023**Section/End-User: **Michelle E. Gumba**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NRCCTP 013**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
2	Paper Clips Small Vinyl (50mm)	Box of 100's	5	40.00		200.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
4	Pen, Pentel Pen, Fine blue & black	pcs	10	50.00		500.00
5	Plastic Twine, 1kl/roll	rolls	12	110.00		1,320.00
6	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	4	105.00		420.00
7	Staple Wire, #35	boxes	3	35.00		105.00
8	Tape, Masking, 1" x 25 yards	rolls	24	48.00		1,152.00
TOTAL						7,787.00

Purpose: For project use

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: MICHELLE E. GUMBA END USER	Noted by: DILBERTO O. FERRAREN UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU