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PR-2023-0209-94280



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

PURCHASE REQUEST

PPMP No. : **38-5-2673-2023-0-0-1**Dept./Office: **CME**Section/End-User: **Geecel F. Galvez**Funding Source: **General Fund - MOOE**PR No.: **GF-2023-02-00165**

Category: **Office Supplies
and General Merchandise
Products**

Date: **02-09-2023**

Duration: **2023-01-01
to
2023-02-28**

Project Title/Code: **VSU-FTP-2023-2**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cartolina, Vellum, White, at least 180gsm	pcs	10	35.00		350.00
2	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	5	120.00		600.00
3	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00		1,430.00
4	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
5	white vellum board paper	pack	10	33.00		330.00

Specification:

- Vellum Board Paper
- Grammage: 220 gsm
- Size: A4
- Color: White
- Packaging Size: 10 sheets per pack

	TOTAL					3,730.00
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Purpose: office use

Checked by:

DOREEN B. ALBA

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies and General Merchandise Products

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	GEECEL F. GALVEZ	MOSES NEIL V. SERIÑO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU