



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

SCAN HERE



PR-2023-0816-138613

PURCHASE REQUEST

PPMP No. : 56-5-1599-2024-7-0-0

Dept./Office: DTE

PR No.: GF-2023-08-01782

Date: 08-16-2023

Section/End-User: Maria Precilla B. Gorre

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DTE-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cartolina, US, White, at least 160gsm	pcs	10	14.00		140.00
2	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	2	20.00		40.00
3	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	2	70.00		140.00
4	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	2	20.00		40.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	3	30.00		90.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
7	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
8	Envelope, Document, Brown, 150 lbs, Short	pc	20	5.00		100.00
9	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
10	Envelope, Expanding, with garter tie, brown, long	pc	20	15.00		300.00
11	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
12	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
14	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
15	Paper, Manila	pcs	30	6.00		180.00
16	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
17	Pen, Ball, blue	pieces	20	10.00		200.00

18	Pen, Ball, red	pieces	10	10.00		100.00
19	Pen, Highlighter, orange	pieces	2	46.00		92.00
20	Pen, Highlighter, yellow	pieces	2	45.00		90.00
21	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
22	Sign Here Sticky Notes	pack	5	59.00		295.00
23	Sticky Note, 2 x 3, Yellow	pads	2	79.00		158.00
24	Sticky Note, 3x5 Colored	pads	3	50.00		150.00
25	Tape, Double Sided, 1" x 10m	rolls	2	45.00		90.00
26	Tape, Double Sided, 2" x 10m	rolls	1	120.00		120.00
27	Tape, Masking, 1" x 25 yards	rolls	2	48.00		96.00
28	Tape, Masking, 1/2" x 25 yards	rolls	2	25.00		50.00
29	Tape, Masking, 2" x 25 yards	rolls	1	95.00		95.00
30	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	75.00		150.00
TOTAL						12,311.00

Purpose: For office use

Checked by:  SHALOM GRACE C. SUGANO		Funds Available:  ALICIA M. FLORES <i>NY 3-1-2024</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: MARIA PRECILLA B. GORRE Designation: END USER	Requested by:  MARIA PRECILLA B. GORRE END USER	Noted by:  JOEL Q. MABALHIN UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU