

SCAN HERE



PR-2023-1107-154855



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

PURCHASE REQUEST

PPMP No. : 9-5-859-2023-8-0-10

PR No.: GF-2023-11-02683

Date: 11-07-2023

Dept./Office: DFST

Category: Office Supplies

Section/End-User: Pearl P. Vistal

 Project Title/Code: DFST Adv Education Office Supplies
 (2)

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00	PEARL P. VISTAL	2,200.00
2	Folder, Pressboard, US, Blue, Long	pieces	50	30.00	PEARL P. VISTAL	1,500.00
3	Folder, Pressboard, US, Green, Long	pcs	50	30.00	PEARL P. VISTAL	1,500.00
4	Folder, Pressboard, US, Yellow, Long	pieces	50	30.00	PEARL P. VISTAL	1,500.00
5	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	20	90.00	PEARL P. VISTAL	1,800.00
6	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00	PEARL P. VISTAL	7,590.00

Specification:

bright white, high premium quality

7	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00	PEARL P. VISTAL	8,670.00
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Specification:

bright white, high premium quality

8	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00	PEARL P. VISTAL	1,020.00
TOTAL						25,780.00

Purpose: for office use

Checked by: SHALOM GRACE C. SUGANO			Funds Available: ALICIA M. FLORES		
TWG - Office Supplies			HEAD, BUDGET OFFICE		
Signature:	Requested by: PEARL P. VISTAL	Noted by: LYNETTE C. CIMAFRANCA	Approved by: EDGARDO E. TULIN		
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		
Designation:					