



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

SCAN HERE



PR-2023-0815-138255

OP 8/15/23

PURCHASE REQUEST

PPMP No. : 50-1-1560-2024-7-0-0

Dept./Office: **CAC**

PR No.: **STF-2023-08-01725**

Date: **08-15-2023**

Section/End-User: **Niffa C. Gofredo**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

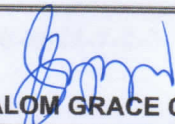
Project Title/Code: **CAC-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
2	Binder Clip, 1.5", black	pcs	50	7.50		375.00
3	Binder Clip, 2", black	pcs	50	8.50		425.00
4	Crayons, 48 colors	box of 50's	5	180.00		900.00
5	Envelope, Expanding, with garter tie, brown, long	pc	100	15.00		1,500.00
6	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
8	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
9	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
10	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
11	Paper Clips Small Vinyl (33MM)	Box of 100's	5	35.00		175.00
12	Paper Clips Small Vinyl (50mm)	Box of 100's	5	40.00		200.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification:						
bright white, high premium quality						
14	Paper, Bond, Long, S-24, 80 gsm	reams	2	328.00		656.00
Specification:						
bright white, high premium quality						
15	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
16	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00

17	Pen, Highlighter, yellow	pieces	10	45.00		450.00
18	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
19	Pencil, Lead, #2, w/ eraser	pieces	50	10.00		500.00
20	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00
TOTAL						15,811.00

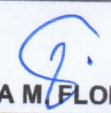
Purpose: For Office use

Checked by:


SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:


ALICIA M. FLORES JFF03

HEAD, BUDGET OFFICE

Signature:

Printed Name:

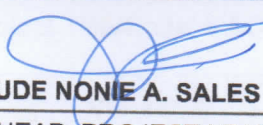
Designation:

Requested by:


NIFFA C. GOFREDO

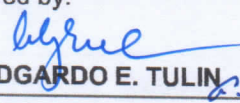
END USER

Noted by:


JUDE NONIE A. SALES

UNIT HEAD, PROJECT LEADER

Approved by:


EDGARDO E. TULIN

PRESIDENT, VSU