



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

Budget

PURCHASE REQUEST

PPMP No. : **PPMP-2024-100324-0511**Dept./Office: **CME**PR No.: **GF-2024-11-03097**Date: **11-04-2024**Section/End-User: **Geecel F. Galvez**Category: **Office Supplies**Duration: **2024-08-16**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-FTP-2024-2**to
2025-02-15

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00

Specification:

bright white, high premium quality

2	Pen, Sign, .5mm, Gel-type, Black	piece	12	35.00		420.00
3	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
4	TNT Prepaid Cell Card, 500Php	pcs	8	550.00		4,400.00
5	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	15	60.00		900.00

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

	TOTAL					8,005.00
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Purpose: for project use

Checked by:	 VIVIAN V. BALBARINO TWG - Office Supplies <i>8/17/24</i>	Funds Available:	 ALICIA M. FLORES <i>W 2024</i> HEAD, BUDGET OFFICE
Signature:		Noted by:	
Printed Name:	GEECEL F. GALVEZ		MOISES NEIL V. SERIO
Designation:			UNIT HEAD, PROJECT LEADER
		Approved by:	 PROSE IVY G. YEPES PRESIDENT, VSU