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PR-2023-0503-114778



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

PURCHASE REQUEST

PPMP No. : 33-5-2630-2023-9-0-1

Dept./Office: CET

PR No.: GF-2023-05-00782

Date: 05-03-2023

Section/End-User: Mirzi Olga P. Degracia

Category: Office Supplies

Duration: 2022-07-01

Funding Source: General Fund - MOOE

Project Title/Code: VSU-IP-2022-7

to
2024-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	15	115.00		1,725.00
2	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
3	Envelope, Expanding, with garter tie, brown, long	pc	20	15.00		300.00
4	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
5	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	1	25.00		25.00
6	Paper, Bond, A4, S-24, 80 gsm	reams	8	289.00		2,312.00
Specification: bright white, high premium quality						
7	Paper, Bond, Long, S-24, 80 gsm	reams	2	328.00		656.00
Specification: bright white, high premium quality						
8	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
9	Pencil, Lead, #2, w/ eraser	pieces	20	10.00		200.00
TOTAL						6,568.00
Purpose: Printing documents						
Checked by: JED ASAPH D. CORTES TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	MIRZI OLGA P. DEGRACIA		JANNET C. BENCURE		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	