



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

PURCHASE REQUEST

PPMP No. : 16-5-524-2024-7-0-0

Dept./Office: DPM

PR No.: GF-2023-08-01739

Date: 08-16-2023

Section/End-User: Raul Anthony S. Valenzona

Category: Office Supplies

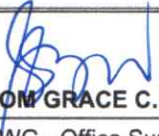
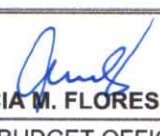
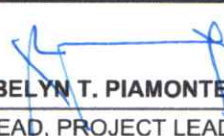
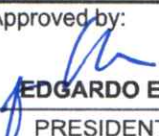
Funding Source: General Fund - MOOE

Project Title/Code: DPM-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
2	Cleaner, Glass, 500mL, spray type, any scent	btls	4	200.00		800.00
3	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
4	Envelope, Expanding, with garter tie, blue, long	pc	100	15.00		1,500.00
5	Envelope, Expanding, with garter tie, brown, long	pc	100	15.00		1,500.00
6	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
7	Folder, Ordinary, A4	pcs	50	7.00		350.00
Specification: Folder, Ordinary, A4						
8	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
Specification: bright white, high premium quality						
9	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
Specification: bright white, high premium quality						
10	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
11	Pen, Ball, blue	pieces	50	10.00		500.00
12	Pen, Ball, red	pieces	50	10.00		500.00
13	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	12	105.00		1,260.00
14	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
15	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	10	85.00		850.00
16	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00

17	Toilet Bowl Cleaner, at least 1 gallon	gal	12	395.00		4,740.00
	TOTAL					36,330.00

Purpose: for office use

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES <i>per 301-2024</i> HEAD, BUDGET OFFICE	
Signature:	Requested by:  RAUL ANTHONY S. VALENZONA END USER	Noted by:  ROBELYN T. PIAMONTE UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU