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PR-2025-0103-243551



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-121924-0815**Dept./Office: **VEFI**PR No.: **STF-2025-01-00010**Date: **01-03-2025**Section/End-User: **Cynthia Y. Manzano**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **VFES/Elementary**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bleach, cleaner, 1 gal.	gallons	3	220.00		660.00
2	Cartolina, Vellum, White, at least 180gsm	pcs	15	35.00		525.00
3	Class Record (School Register), Long, DepEd (K-12)	pcs	12	60.00		720.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	20.00		200.00
5	Envelope, Mailing, white, long, 500pcs/box	boxes	1	525.00		525.00
6	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
7	Paper Laid A4, 90 gsm White	boxes	2	850.00		1,700.00
8	Paper, Bond, A4, S-20, 70 gsm	reams	25	253.00		6,325.00
Specification: bright white, high premium quality						
9	Paper, Bond, Long, S-20, 70 gsm	reams	40	286.00		11,440.00
Specification: bright white, high premium quality						
10	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	150.00		450.00
TOTAL						22,745.00

Purpose: For procurement of office supplies

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>01/13/25</i>		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>01/13/25</i>	
Signature: Printed Name: Designation:	Prepared by: CYNTHIA Y. MANZANO	Noted by: MARIA VANESSA E. GABUNADA UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU

