



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

PURCHASE REQUEST

Dept./Office: **DOH**PR #: **STF-2020-10-00529** *1608*Date: **10-15-2020**Section/End-User: **Rosario A. Salas**Category: **IT Supplies and Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **Laboratory share- 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Laptop 14" (i5)	unit	1	44,000.00	ROSARIO A. SALAS	44,000.00
Specification: • Processor: Intel Core i5-1035G1 Processor 1.0 GHz 6M Cache, up to 3.60 GHz or higher • Operating system: Windows 10 Home • Memory: 4GB Onboard memory, 1 x SO-DIMM socket (for expansion) • Display: 14.0" (16:9) LED-backlit FHD (1920x1080) 60Hz Anti-Glare Panel with 45% NTSC • Video Processor: NVIDIA GeForce MX330 , with 2GB GDDR5 VRAM • Storage: 512GB PCIe Gen3 x2 SSD						
TOTAL						44,000.00
Purpose: office supplies						
Checked by: DIONESIO I. ESTUPA				Funds Available: MYRNA S. PANCITO		
TWG - IT Supplies and Equipment				HEAD, BUDGET OFFICE		
Signature:	Requested by: ROSARIO A. SALAS	Noted by: ROSARIO A. SALAS		Approved by: EDGARDO E. TULIN		
Printed Name:	ROSARIO A. SALAS	ROSARIO A. SALAS		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		



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TOTAL

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Checked by:

Funds Available:

[Signature]
DIONESIO I. ESTUPA

[Signature]
MYRNA S. PANCITO

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

[Signature]
ROSARIO A. SALAS

END USER

Noted by:

[Signature]
ROSARIO A. SALAS

UNIT HEAD, PROJECT LEADER

Approved by:

[Signature]
EDGARDO E. TULIN

PRESIDENT, VSU



☐ Revised (Changed items, same budget)

☐ Supplemental

CY 2021

Funding: STF
Total Budget: 102,121.63

Unit/Office/Dept/Div: Department of Horticulture
Project Code: Laboratory share- 2021
Purpose: Laboratories supplies

[illegible]

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Rope, Masking, 1" x 25 yards	20	rolls	48.00	960.00	20											
Pen, Ball, blue	100	pieces	10.00	1,000.00	100											
Cartolina, US, Neon Blue, at least 160gsm	10	pcs	14.00	140.00	10											
Cartolina, US, Green, at least 160gsm	10	pcs	14.00	140.00	10											
Cartolina, US, Blue, at least 160gsm	10	pcs	14.00	140.00	10											
Folder, Sliding, Plastic, w/ binder, Long, transparent	100	pcs	10.00	1,000.00	100											
Paper, Bond, A4, S-20, 70 gsm	7	reams	253.00	1,771.00	7											
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00	10											
Staple Wire, #35	49	boxes	30.00	1,470.00	49											
Sub-Total				10,851.00												
Grand Total				102,101.00												

Prepared by: YSL
ROSARIO A. SALAS

Noted by: YSL
ROSARIO A. SALAS
 Unit Head/Project Leader

Funds Available: YSL
MYRNA S. PANCITO
 Head, Budget Office

Date: 10/08/2020

*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies