



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

SCAN HERE



PR-2023-1002-148209

09/10/2023

## PURCHASE REQUEST

PPMP No. : 150-4-1535-2023-2-0-1

Dept./Office: PCC

PR No.: TF-2023-10-02474

Date: 10-02-2023

Section/End-User: Mariles V. Bulawan

Category: Office Supplies

Funding Source: Trust Fund

Project Title/Code: PCC-407

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00

**Specification:**

Specification:  
Line Weight: 0.5mm  
Ink Type: Oil gel ink

2	Envelope, Expanding, with garter tie, blue, long	pc	50	20.00		1,000.00
3	Folder, File, Long, 14pts, White	piece	500	10.00		5,000.00
4	Folder, Ordinary, A4	pcs	500	7.00		3,500.00

**Specification:**

Folder, Ordinary, A4

5	Paper Board, 180gsm White LONG, 50sheets per packs	pack	6	250.00		1,500.00
6	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00

**Specification:**

bright white, high premium quality

7	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
<b>TOTAL</b>						<b>27,290.00</b>

Purpose: For center operation (Printing of reports/data, record filling and other services used in the center

Checked by:

SHALOM GRACE C. SUGANO

Funds Available:

NICK FREDDY R. BELLO

Office Supplies

HEAD, ACCOUNTING OFFICE

Requested by:

MARILES V. BULAWAN

Noted by:

FRANCISCO G. GABUNADA JR.

Approved by:

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU

10/9/23