





Republic of the Philippines
VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: PCC PPMP No.: 150-4-1535-2023-2-0-1 PR No.: TF-2023-10-02474

Section/End-User: Mariles V. Bulawan

Category: Office Supplies

Date: 10-02-2023

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

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
ω	Folder, File, Long, 14pts, White	piece	500	10.00	5,000.00
4	Folder, Ordinary, A4	pcs	500	7.00	3,500.00
THE STREET	Specification:			*	

Folder, Ordinary, A4

				Specification:	**********
14,450.00	289.00	50	reams	Paper, Bond, A4, S-24, 80 gsm	6
1,500.00	250.00	6	pack	Paper Board, 180gsm White LONG, 50sheets per packs	57

bright white, high premium quality

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

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

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Checked by:	5		Funds Available:	
				SWV.
	SHALOM GRACE C. SUGANO	0	NICK FREDDY R.	DDY R. BELLO
	TWG - Office Supplies		HEAD, ACCO	HEAD, ACCOUNTING OFFICE
	Requested by:	Noted by:		Approved by:
Signature:	Josephan			June 1
Printed Name:	MARILES V. BULAWAN	FRANCISCO	FRANCISCO G. GABUNADA JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, F	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 01C
			CONTRACTOR OF THE PROPERTY OF	

(0/3/23