

6370

BUDGET

SCAN HERE



PR-2024-0419-192342



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

## PURCHASE REQUEST

PPMP No. : 37-5-1545-2024-1-0-0

PR No.: GF-2024-04-01056

Date: 04-19-2024

Dept./Office: CoEd

Category: Office Supplies

Section/End-User: Rubio B. Timkang

Project Title/Code: HIGHER EDUCATION CE 2024

Funding Source: General Fund - MOOE

150000

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	250	289.00		72,250.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
3	Tape, Double Sided, 1" x 10m	rolls	20	45.00		900.00
4	Tape, Masking, 2" x 25 yards	rolls	20	95.00		1,900.00
TOTAL						76,690.00

Purpose: For office supplies of CoEd

Checked by:

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	RUBIO B. TIMKANG	BAYRON S. BARREDO	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU