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PR-2023-0814-137638



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

PURCHASE REQUEST

PPMP No. : 154-5-534-2024-7-0-0

Dept./Office: ODIE

PR No.: GF-2023-08-01618

Date: 08-14-2023

Section/End-User: Rafael B. Vergara Jr.

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: IEO-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, blue, long	pc	100	15.00		1,500.00
2	Fastener, Paper, plastic, 50 sets/box	boxes	50	38.00		1,900.00
3	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
4	Pen, pentel, pilot, (assorted colors)	pcs	6	75.00		450.00
Specification: 4-blue 4-black 2-red						
5	Pilot G-2 05, Blue, 0.5mm	piece	20	75.00		1,500.00
6	Puncher, 2 holes, heavy duty	pieces	4	315.00		1,260.00
7	Puncher, plier-type	pc	2	380.00		760.00
Specification: ?Single hole, puncher for making tree tags						
8	Record Book, Big, 500 pages	pcs	32	115.00		3,680.00
9	Staple wire remover	pieces	5	40.00		200.00
10	Stapler, HD No.35	pc	4	350.00		1,400.00
11	Tape, Double Sided, 2" x 10m	rolls	20	120.00		2,400.00
12	Tape, Foam, Double Sided, 1" x 5m	rolls	10	100.00		1,000.00
TOTAL						16,440.00
Purpose: For office use.						
Checked by: SHALOM GRACE C. SUGANO JED ASAPH D. CORTES TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	RAFAEL B. VERGARA JR.	MA. RACHEL KIM L. AURE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU