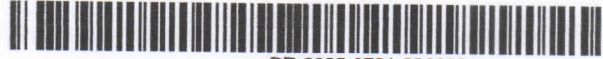


SCAN HERE



PR-2025-0721-286062



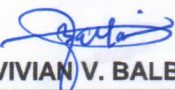
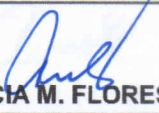
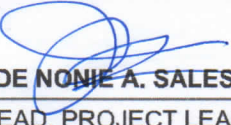
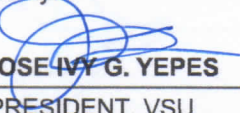
Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-041025-1091**Dept./Office: **CAC**PR No.: **STF-2025-07-00874**Date: **07-21-2025**Section/End-User: **Niffa C. Gofredo**Category: **Office Supplies**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **CAO-2025 RCAF PASUC**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, green, long	pc	30	30.00		900.00
2	Eraser, Rubber, high quality	pc	2	45.00		90.00
3	Folder, Pressboard, US, Yellow, Short	piece	30	29.00		870.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	3	289.00		867.00
Specification: bright white, high premium quality						
5	Pencil, Charcoal	pieces	3	100.00		300.00
6	Ready Made Canvas Board 24"x30" inches	pcs	2	500.00		1,000.00
Specification: 24"x30 inches						
7	Graphite Pencil 3B	pc	3	55.00		165.00
8	Graphite Pencil 8B	pc	1	55.00		55.00
9	Graphite Pencil 12B	pc	1	70.00		70.00
10	Graphite Pencil 1H	pc	1	55.00		55.00
11	Blending Stump	pcs	4	35.00		140.00
12	Artist Illustration Board	pcs	6	70.00		420.00
13	Kneadable Eraser	pcs	2	60.00		120.00
14	Aluminum Artist Easel	pc	1	1,200.00		1,200.00
15	Poster Color Set of 24	pc	1	1,500.00		1,500.00
16	Watercolor Brush Set	pc	1	1,500.00		1,500.00
17	Plastic Mixing Plate	pc	1	60.00		60.00
18	Oil Pastel Color set of 24	pc	1	700.00		700.00
19	Fine Point Artist Felt Pen	pcs	3	150.00		450.00
20	Graphite Pencil 3B	pc	3	55.00		165.00
TOTAL						10,627.00

Purpose: **RCAF 2025 on September 10-15,2025**

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by:  NIFFA C. GOFREDO	Noted by:  JUDE NONIE A. SALES UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU