



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

PURCHASE REQUEST

PPMP No. : 23-5-517-2024-7-0-3

Dept./Office: **NCRC-V**

PR No.: **GF-2024-09-01651**

Date: **09-10-2024**

Section/End-User: **Pamela H. Urdaneta**

Category: **Office Supplies**

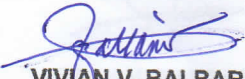
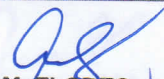
Funding Source: **General Fund - MOOE**

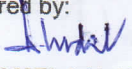
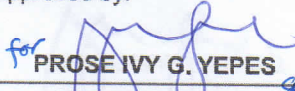
Project Title/Code: **NCRC A.III.C 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cleaner, Glass, 500mL, spray type, any scent	btls	5	200.00		1,000.00
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	4	30.00		120.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
4	Envelope, Brown, long, good quality	pcs	25	5.00		125.00
5	Envelope, Expanding, with garter tie, blue, long	pc	25	15.00		375.00
6	Envelope, Mailing, white, long, 500pcs/box	boxes	1	525.00		525.00
7	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
8	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00		575.00
9	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
Specification: bright white, high premium quality						
10	Paper, Bond, A4, S-24, 80 gsm	reams	2	289.00		578.00
Specification: bright white, high premium quality						
11	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
12	Pen, Ball, black	pieces	15	10.00		150.00
13	Pen, Ball, blue	pieces	15	10.00		150.00
14	Pencil, Lead, #2, w/ eraser	pieces	20	10.00		200.00
15	Record Book, Big, 300 pages	pcs	1	110.00		110.00
16	Record Book, Big, 500 pages	pcs	3	115.00		345.00
17	Ring Binder, plastic, 12mm, 1/2" black	pieces	3	12.00		36.00
18	Scouring Pad, big economy size, good quality	pieces	6	50.00		300.00

19	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	3	220.00		660.00
20	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	3	80.00		240.00
21	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	1	155.00		155.00
TOTAL						12,088.00

Purpose: office use

Checked by:	 VIVIAN V. BALBARINO	Funds Available:	 ALICIA M. FLORES
TWG - Office Supplies <i>on 7/11</i>		HEAD, BUDGET OFFICE <i>in 2024</i>	

Signature:	Prepared by:	Noted by:	Approved by:
			
Printed Name:	PAMELA H. URDANETA	MARISEL A. LEORNA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>8/29/24</i>