



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

SCAN HERE



PR-2022-1223-83816

PURCHASE REQUEST

PPMP No. : 41-1-1493-2022-11-0-2

Date: 12-23-2022

Dept./Office: **NSTP/CWTS**

Category: **Office Supplies
and General Merchandise
Products**

Section/End-User: **Marlon V. Dampios**

Project Title/Code: **ROTC LOGISTIC AND
OPERATIONAL SUPPORT**

Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	5	150.00		750.00

Specification:

- No Backprint, No Back Print Photopaper Photopapers
- Size: A4 (8.25in x 11.75in)
- Content: 20 Sheets / pack
- Thickness: 230gsm
- Kind: Gloss

2	Cartolina, US, Black, at least 160gsm	pcs	15	14.00		210.00
3	Cartolina, US, Blue, at least 160gsm	pcs	10	14.00		140.00
4	Cartolina, US, Gold, at least 160gsm	pcs	50	14.00		700.00
5	Cartolina, US, Green, at least 160gsm	pcs	20	14.00		280.00
6	Cartolina, US, Neon Blue, at least 160gsm	pcs	10	14.00		140.00
7	Cartolina, US, Neon Green, at least 160gsm	pcs	10	14.00		140.00
8	Certificate Holder (A4)	pcs	100	65.00		6,500.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
10	Envelope, Document, Brown, 150 lbs, Short	pc	334	5.00		1,670.00
11	Envelope, Expanding, with garter tie, brown, long	pc	30	15.00		450.00
12	Envelope, Expanding, with garter tie, brown, short	pc	20	15.00		300.00
13	Folder, Pressboard, US, Green, Long	pcs	80	30.00		2,400.00
14	Glue Stick, Big, for Glue Gun	pieces	30	10.00		300.00
15	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00

16	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	30	38.00		1,140.00
17	Photo Album Magnetic approx 15 x 12"	pieces	2	550.00		1,100.00
18	Ribbon, Satin	rolls	2	120.00		240.00

Specification:

1 inch

assorted neon colors for markings

19	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	2	300.00		600.00
20	Staple Wire, #10	boxes	10	15.00		150.00
21	Staple Wire, #35	boxes	10	30.00		300.00
22	Stapler, HD No.35	pc	2	350.00		700.00
TOTAL						20,510.00

Purpose: For ROTC Office Supplies

Checked by:

DOREEN B. ALBA

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies and General Merchandise Products

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

MARLON Y. DAMPIOS

END USER

Noted by:

JOY A. BELLEN

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU