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PR-2025-0116-246699



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-011325-0845**Dept./Office: **RAO**PR No.: **GF-2025-01-00037**Date: **01-16-2025**Section/End-User: **Maria Roberta S. Miraflor**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RMA-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	2	650.00		1,300.00
Specification: 75% alcohol solution						
2	Correction Tape, 10 meters	pcs	5	32.00		160.00
3	Neon Colored Paper assorted 250sheets per pack	pack	2	150.00		300.00
Specification: Colored Paper *Quantity: 250 sheets per ream *Color: Assorted Neon colors *Size : Short 8.5x 11 *High Quality paper						
4	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	4	250.00		1,000.00
5	Pen, Ball, blue	pieces	24	10.00		240.00
6	Tape, Duct, 2" x 25m, Black/Grey	rolls	20	180.00		3,600.00
7	Tape, Packaging, 2" x 100 yards, Clear	rolls	15	75.00		1,125.00
TOTAL						7,725.00

Purpose: Office Use

Checked by:

VIVIAN V. BALBARINO
TWG - Office Supplies *Jan 14-25*

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

MARIA ROBERTA S. MIRAFLOR

Noted by:

MARIA ROBERTA S. MIRAFLOR

UNIT HEAD, PROJECT LEADER

Approved by:

PROSELY G. YEPES

PRESIDENT, VSU