



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

PURCHASE REQUEST

PPMP No. : 131-3-1544-2023-1-0-0

PR No.: IGP-2023-02-00207

Date: 02-15-2023

Dept./Office: MMDC

Category: Office Supplies
 and General Merchandise
 Products

Section/End-User: Windy O. Tuyan

Funding Source: Income Generating Project

Project Title/Code: VPP-2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
2	Pen, Sign, .5mm, Gel-type, Blue	piece	17	35.00		595.00
3	Sign Here Sticky Notes	pack	5	59.00		295.00
4	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
5	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
TOTAL						2,144.00

Purpose: for office uses.

Checked by:		Funds Available:	
JED ASAPH D. CORTES		ALICIA M. FLORES	
TWG - Office Supplies and General Merchandise Products		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	WINDY O. TUYAN	JED ASAPH D. CORTES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU