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PR-2023-0809-136820



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

## PURCHASE REQUEST

PPMP No. : **39-1-2095-2023-7-0-6**Dept./Office: **CN**PR No.: **STF-2023-08-01539**Date: **08-15-2023**Section/End-User: **Charita D. Barbosa**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **ISR.CON.0822-0723.02**

| Item #       | Item Description                                               | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost      |
|--------------|----------------------------------------------------------------|--------|-----|-----------|---------|-----------------|
| 1            | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent       | tubes  | 2   | 220.00    |         | 440.00          |
| 2            | Calculator, desktop-type, 12 digits, 2-way power, plastic keys | unit   | 1   | 530.00    |         | 530.00          |
| 3            | Paper, Photo, high gloss, A4, 230G, 20 shts/pack               | pack   | 2   | 250.00    |         | 500.00          |
| 4            | Paper, Specialty 200gsm 8-1/2x11, 10s, Cream                   | packs  | 5   | 38.00     |         | 190.00          |
| 5            | Pen Sign 0.7mm Gel type, blue                                  | pc     | 5   | 49.00     |         | 245.00          |
| 6            | Pen, Ball, blue                                                | pieces | 10  | 10.00     |         | 100.00          |
| 7            | Puncher, 2 holes, heavy duty                                   | pieces | 2   | 315.00    |         | 630.00          |
| 8            | Scissors, 6" heavy duty, good quality                          | piece  | 1   | 68.00     |         | 68.00           |
| 9            | Staple wire remover                                            | pieces | 3   | 40.00     |         | 120.00          |
| 10           | STICKY NOTE 3 X 3 ASSORTED COLORS                              | pad    | 1   | 79.00     |         | 79.00           |
| 11           | Sticky Note, 3x5 Colored                                       | pads   | 1   | 50.00     |         | 50.00           |
| 12           | STICKY NOTES 2 X 3 ASSORTED COLORS                             | pad    | 1   | 79.00     |         | 79.00           |
| 13           | STICKY NOTES 3 X 4 ASSORTED COLORS                             | pad    | 1   | 79.00     |         | 79.00           |
| <b>TOTAL</b> |                                                                |        |     |           |         | <b>3,110.00</b> |

Purpose: supplies

Checked by:

  
**SHALOM GRACE C. SUGANO**

TWG - Office Supplies

Funds Available:

  
**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

**CHARITA D. BARBOSA**

Designation:

END USER

Noted by:

  
**JANET ALEXIS A. DE LOS SANTOS**

UNIT HEAD, PROJECT LEADER

Approved by:

  
**EDGARDO E. TULIN**

PRESIDENT, VSU