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PR-2024-0219-179515



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

PURCHASE REQUEST

PPMP No. : 26-5-1132-2024-0-0-4

PR No.: GF-2024-02-00563

Date: 02-28-2024

Dept./Office: ITEEM

Category: Office Supplies

Duration: 2024-01-01

Section/End-User: Shaira B. Manapsal

Project Title/Code: ARTIFICIAL
REEFto
2024-12-31

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	2 ply Toilet Paper	rolls	20	25.00		500.00
2	Keyboard Cleaning Brush	pc	1	80.00		80.00

Specification:

Color: any color
 Length: Approx. 193mm/ 7.6"
 Weight: 20g
 Material: Plastic

3	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
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Specification:

bright white, high premium quality

	TOTAL					2,025.00
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Purpose: For project use

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: SHAIRA B. MANAPSAL	Noted by: SENONA A. CESAR	Approved by: DANIEL LESLIE S. TAN
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			