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PR-2023-0914-145470



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

PURCHASE REQUEST

PPMP No. : 29-5-1087-2024-8-0-1

Dept./Office: DCE

PR No.: GF-2023-09-02394

Date: 09-14-2023

Section/End-User: Haide B. Cuevas

Category: Office Supplies

Funding Source: General Fund - MOOE

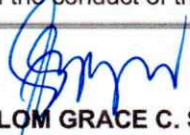
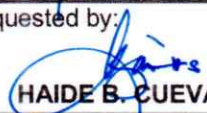
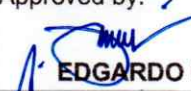
Project Title/Code: VSU-IP-2023-7

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clear Plastic Wrap 100 square feet, 30M×30cm	rolls	10	100.00		1,000.00
Specification:						



2	Kitchen Cleaning Sponge approx. 100mmx75mmx30mm	pieces	10	60.00		600.00
Specification: Kitchen, cleaning sponge, heavy duty, double sided, approx. 100mmx75mmx30mm						
3	Masking Tape, 1"	rolls	20	60.00		1,200.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
5	Pen, pentel, pilot, (assorted colors)	pcs	24	75.00		1,800.00
Specification: 4-blue 4-black 2-red						
6	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
7	Transparent Ziplock Bags (14 x 20cm)	bags	5	150.00		750.00
TOTAL						9,740.00

Purpose: To be used in the conduct of the VSU-IP-2023-7 project

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  HAIDE B. CUEVAS END USER	Noted by:  EPIFANIA G. LORETO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU