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PR-2023-0906-143283



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

PURCHASE REQUEST

PPMP No. : 175-1-2395-2023-8-0-20

Dept./Office: LDHRAO

PR No.: STF-2023-09-02171

Date: 09-06-2023

Section/End-User: Arianne J. Caintic

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: LDHRAO-21-2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Certificate Frame	piece	25	200.00		5,000.00
Specification: Specification: • Wooden Frame • Black • A4 Size						
2	ECO Pouch	piece	1430	5.00		7,150.00
Specification: Specification: • Medium Size • at least 10" wide and 13" long • Color - Green						
3	ID holder	pcs	1000	45.00		45,000.00
Specification: necklace type, green color printed with "VISAYAS STATE UNIVERSITY" in yellow color, 1" wide and 16" long						
4	Lei Necklace	piece	20	200.00		4,000.00
Specification: Specification: • Cloth • Green/Gold/Yellow						
5	Neck lanyard or ID sling (black)	pc	1000	25.00		25,000.00
6	Notebook, ordinary 60 leaves, 60 gsm	pieces	1430	13.00		18,590.00
7	Paper Laid A4, 90 gsm White	boxes	3	850.00		2,550.00

8	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
9	Paper, Laid 8 x 11 90gsm Diamond White	boxes	3	850.00		2,550.00
10	Paper, Laid 8 x 11 90gsm Ivory	boxes	2	850.00		1,700.00
11	Paper, Laid 8 x 13 90gsm Ivory	boxes	2	1,415.00		2,830.00
12	Pen, Permanent Marker, black, fine tip	pieces	1000	60.00		60,000.00
13	Pen, Ball, blue	pieces	1430	10.00		14,300.00
14	Sticky Notes for Meta Cards	piece	45	150.00		6,750.00
Specification: Specification: • at least 6" wide & 4" long • Assorted Pastel Colors						
TOTAL						198,310.00
Purpose: Training Use 2023						
Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	ARIANNE J. CAINTIC		LUVILLA G. ALCOBER		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	