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PR-2023-1113-156128



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

PURCHASE REQUEST

PPMP No. : 26-5-1232-2023-9-0-11

Dept./Office: ITEEM

PR No.: GF-2023-11-02755

Date: 11-13-2023

Section/End-User: Cecilio M. Benitez

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: ITEEM HIGHER EDUCATION A.III.b.1

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Expanded, Long (Light Blue)	pcs	100	30.00		3,000.00
2	Gel Ink Sign Pen 0.5, red	pcs	24	30.00		720.00
3	KYOCERA FK 171 (E) ASSEMBLY	pc	1	6,980.00		6,980.00
4	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	12	25.00		300.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	60	289.00		17,340.00

Specification:

bright white, high premium quality

TOTAL						28,340.00
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Purpose: For office use

Checked by:		Funds Available:	
	SHALOM GRACE C. SUGANO		ALICIA M. FLORES
	TWG - Office Supplies		HEAD, BUDGET OFFICE
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	CECILIO M. BENITEZ	TEOFANES A. PATINDOL	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU