



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

SCAN HERE



PR-2023-0815-138165

PURCHASE REQUEST

PPMP No. : 26-5-1232-2023-7-0-3

Dept./Office: ITEEM

PR No.: GF-2023-08-01696

Date: 08-15-2023

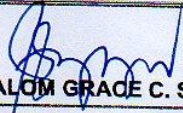
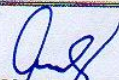
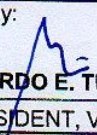
Section/End-User: Cecilio M. Benitez

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: EXTENSION 08 -NR CRM 015

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	Alcohol, Isoprophyl, 70% solution, 500ml pump type	btls	2	250.00		500.00
Specification: Pump type						
3	Cartolina, US, Blue, at least 160gsm	pcs	2	14.00		28.00
4	Cartolina, US, Orange, at least 160gsm	pcs	2	14.00		28.00
5	Cartolina, US, Yellow, at least 160gsm	pcs	2	14.00		28.00
6	Cartolina, Vellum, Green, at least 180gsm	pcs	2	35.00		70.00
7	Correction Tape, 8m x 5mm wide	pc	4	40.00		160.00
8	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	2	120.00		240.00
9	Paper Clips Small Vinyl (33MM)	Box of 100's	4	35.00		140.00
10	Paper Clips Small Vinyl (50mm)	Box of 100's	4	40.00		160.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	8	289.00		2,312.00
Specification: bright white, high premium quality						
12	Pen, pentel, pilot, (assorted colors)	pcs	2	75.00		150.00
Specification: 4-blue 4-black						

2-red						
13	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
TOTAL						4,676.00
Purpose: For project use						
Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES <i>11.28.18</i> HEAD, BUDGET OFFICE		
Signature:	Requested by: 		Noted by: 		Approved by: 	
Printed Name:	CECILIO M. BENITEZ		ELIZA D. ESPINOSA		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	