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PR-2023-0912-144952



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

PURCHASE REQUEST

PPMP No. : **45-5-881-2023-8-0-3**Dept./Office: **DBt**PR No.: **GF-2023-09-02344**Date: **09-12-2023**Section/End-User: **Donna Christene Q. Ramos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2023-12**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	1	500.00	MARCIANA B. GALAMBAO	500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Basin, Utility, Durable Plastic, Size: at least 15cm depth x 45cm diameter, any Color	pcs	1	230.00	MARCIANA B. GALAMBAO	230.00
3	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	2	520.00	MARCIANA B. GALAMBAO	1,040.00
4	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	1	150.00	MARCIANA B. GALAMBAO	150.00
Specification: .						
5	Kitchen paper towel	pack	5	100.00	MARCIANA B. GALAMBAO	500.00
6	Multi-purpose Plastic Tray, Big/Large	pieces	4	120.00	MARCIANA B. GALAMBAO	480.00
7	Pail, Utility, Plastic, at least 16 liter cap,	pieces	1	250.00	MARCIANA B. GALAMBAO	250.00
8	Paper towel, interfolded, 2 ply, approx. 150 pulls/pack	packs	10	100.00	MARCIANA B. GALAMBAO	1,000.00
9	Paper, Bond, A4, S-24, 80 gsm	reams	3	289.00	MARCIANA B. GALAMBAO	867.00
Specification: bright white, high premium quality						
10	Paper, Bond, Long, S-24, 80 gsm	reams	2	328.00	MARCIANA B. GALAMBAO	656.00
Specification: bright white, high premium quality						
11	Paper, Manila	pcs	10	6.00	MARCIANA B. GALAMBAO	60.00

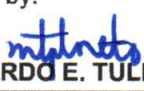
12	Pen, Permanent Marker, black, fine tip	pieces	5	60.00	MARCIANA B. GALAMBAO	300.00
13	Record Book, Big, 500 pages	pcs	4	115.00	MARCIANA B. GALAMBAO	460.00
14	Scissors, 6" heavy duty, good quality	piece	2	68.00	MARCIANA B. GALAMBAO	136.00
15	Scouring Pad, big economy size, good quality	pieces	2	50.00	MARCIANA B. GALAMBAO	100.00
16	Storage Box, Plastic, at least 120L capacity	pcs	2	1,600.00	MARCIANA B. GALAMBAO	3,200.00

Specification:

transparent, good quality

17	Tape, Masking, 1" x 25 yards	rolls	3	48.00	MARCIANA B. GALAMBAO	144.00
TOTAL						10,073.00

Purpose: for the manuscript

Checked by:  ULDERICO B. ALVIOLA JED ASAPH D. CORTES		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: DONNA CHRISTENE Q. RAMOS Designation: END USER	Requested by:  DONNA CHRISTENE Q. RAMOS END USER	Noted by:  MARCIANA B. GALAMBAO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU