

SCAN HERE



PR-2024-1008-228681



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0497**PR No.: **STF-2024-10-02405**Date: **10-08-2024**Dept./Office: **NSTPO**Category: **Office Supplies**Section/End-User: **Marlon V. Dampios**Project Title/Code: **CWTS Office Supplies and Equipment/Training**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	5	200.00		1,000.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	35	289.00		10,115.00
Specification: bright white, high premium quality						
3	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	200	45.00		9,000.00
4	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
5	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
6	Pen, Highlighter, orange	pieces	5	46.00		230.00
7	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
8	Staple Wire, #35	boxes	2	35.00		70.00
9	Stapler, HD No.35	pc	1	400.00		400.00
<b>TOTAL</b>						<b>21,765.00</b>

Purpose: for CWTS Office supplies and trainings

Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies 10/8/24		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE 10/14	
Signature:	Prepared by:  <b>MARLON V. DAMPIOS</b>	Noted by:  <b>LOREGIN S. PUGOSA</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU
Printed Name:			
Designation:			