

Budget

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PR-2023-0809-136544



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

PURCHASE REQUEST

PPMP No. : 43-5-2046-2024-7-0-0

Dept./Office: DSS

PR No.: GF-2023-08-01502

Date: 08-09-2023

Section/End-User: Emelita S. Pausanos

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DSS 2024 High ed

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, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
3	Broom and Dustpan Set	set	5	600.00		3,000.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	3	50.00		150.00
5	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	4	20.00		80.00
6	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	5	300.00		1,500.00
7	Eraser, whiteboard, magnetic flannel	pc	4	60.00		240.00
8	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
9	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
10	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	1	495.00		495.00
11	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	90.00		450.00
12	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	15	140.00		2,100.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00

Specification:

bright white, high premium quality

14	Paper, Manila	pcs	200	6.00		1,200.00
15	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
16	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00		120.00
17	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
18	Tape, Masking, 2" x 25 yards	rolls	6	95.00		570.00

19	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
	TOTAL					17,248.00

Purpose: office supplies

Checked by: <i>[Signature]</i> SHARON GRACE C. GUANO JED ASAPH D. GORTES TWG - Office Supplies		Funds Available: <i>[Signature]</i> ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: <i>[Signature]</i> Printed Name: EMELITA S. PAUSANOS Designation: END USER	Requested by: <i>[Signature]</i> EMELITA S. PAUSANOS END USER	Noted by: <i>[Signature]</i> SUZETTE B. LINA UNIT HEAD, PROJECT LEADER	Approved by: <i>[Signature]</i> EDGARDO E. TULIN PRESIDENT, VSU