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PR-2023-0912-144940



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

PURCHASE REQUEST

PPMP No. : **45-5-722-2024-8-0-1**Dept./Office: **DBt**PR No.: **GF-2023-09-02342**Date: **09-12-2023**Section/End-User: **Marciana B. Galambao**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2024-11**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper towel, interfolded, 2 ply, approx. 150 pulls/pack	packs	5	100.00	MARCIANA B. GALAMBAO	500.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	3	289.00	MARCIANA B. GALAMBAO	867.00
Specification: bright white, high premium quality						
3	Paper, Bond, Long, S-24, 80 gsm	reams	2	328.00	MARCIANA B. GALAMBAO	656.00
Specification: bright white, high premium quality						
4	Paper, Manila	pcs	5	6.00	MARCIANA B. GALAMBAO	30.00
TOTAL						2,053.00
Purpose: For printing						
Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	MARCIANA B. GALAMBAO		MARCIANA B. GALAMBAO		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	