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PR-2024-1008-229033

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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0570**

Dept./Office: **CFES**

Section/End-User: **Jesibel L. Muertigue**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2024-10-02578**

Date: **10-08-2024**

Category: **Office Supplies**

Project Title/Code: **CFES Indicative PPMP for 2025_GAA (MOOE)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Alcohol, Isopropyl, 70% solution, 500mL**	btls	6	140.00		840.00
2	**Contingency Fund**	unit	1	16,138.30		16,138.30
3	**Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'**	pcs	1	3,670.00		3,670.00
4	**Disinfectant Cleaner, multi-surface, scented**	gal	6	420.00		2,520.00
5	**Sintra Boards Unit/Office Logos**	pcs	1	2,000.00		2,000.00
	Specification: Sintra Boards Unit/Office Logos					
6	**Soap, Detergent, Liquid, 1 gal, any scent**	gal	5	400.00		2,000.00
7	**Soap, Detergent, Powder, 1 kilo/pack, any scent**	kl	7	150.00		1,050.00
	TOTAL					**28,218.30**

Purpose: Purchase of office supplies and materials

Checked by:	Funds Available:
VIVIAN V. BALBARINO	10/14 **ALICIA M. FLORES** 101-25
TWG - Office Supplies 10/10/24	HEAD, BUDGET OFFICE

	Prepared by:	Noted by:	Approved by:
Signature:			
Printed Name:	**JESIBEL L. MUERTIGUE**	**ARTURO E. PASA**	**PROSE IVY G. YEPES**
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU