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PR-2024-1004-227683



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092524-0547

Dept./Office: DBM

PR No.: GF-2024-10-02055

Date: 10-04-2024

Section/End-User: Sheillo G. Catorce

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DEntrep 2025

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--|--|--------|-----|-----------|---------|------------------|
| 1 | Folder, File, Long, 14pts, White | piece | 100 | 10.00 | | 1,000.00 |
| 2 | Paper, Bond, A4, S-20, 70 gsm | reams | 140 | 253.00 | | 35,420.00 |
| Specification: bright white, high premium quality | | | | | | |
| 3 | Paper, Bond, Long, S-20, 70 gsm | reams | 25 | 286.00 | | 7,150.00 |
| Specification: bright white, high premium quality | | | | | | |
| 4 | Paper, Mimeo, WW, Long, S-20 | reams | 10 | 228.00 | | 2,280.00 |
| 5 | Pen, Sign, .5mm, Gel-type, Blue | piece | 50 | 35.00 | | 1,750.00 |
| 6 | Pen, Sign, .5mm, Gel-type, Red | piece | 50 | 35.00 | | 1,750.00 |
| 7 | Pen, Whiteboard Marker, red | pieces | 5 | 50.00 | | 250.00 |
| 8 | Pen, Whiteboard Marker, black | pieces | 10 | 50.00 | | 500.00 |
| 9 | Pen, Whiteboard Marker, blue, | pieces | 10 | 50.00 | | 500.00 |
| 10 | Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame | pcs | 1 | 4,962.00 | | 4,962.00 |
| TOTAL | | | | | | 55,562.00 |

Purpose: Travel

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies 8* 10/7/24

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

SHEILLO G. CATORCE

Noted by:

MARK C. RATILLA

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU