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PR-2024-0130-174114



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

PURCHASE REQUEST

PPMP No. : 4-5-1011-2024-0-0-2

PR No.: GF-2024-01-00334

Date: 01-30-2024

Dept./Office: DBM

Category: Office Supplies

Duration: 2024-01-01

Section/End-User: Bryan R. Gapasin

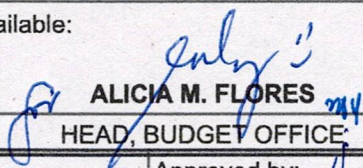
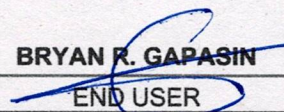
Project Title/Code: DBM
 Entrepreneurial Development
 Project

to
 2024-12-20

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	5	500.00		2,500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Glue, White, All-purpose, 1 gallon	gallons	1	600.00		600.00
3	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	90.00		900.00
4	Neon Colored Paper assorted 250sheets per pack	pack	5	150.00		750.00
Specification: Colored Paper *Quantity: 250 sheets per ream *Color: Assorted Neon colors *Size : Short 8.5x 11 *High Quality paper						
5	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
Specification: bright white, high premium quality						
6	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
Specification: bright white, high premium quality						
7	Pen, Ball, red	pieces	50	10.00		500.00
8	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
TOTAL						15,925.00

Purpose: Office use

Checked by:  SHALOM GRACE C. SUGANO		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	BRYAN R. GAPASIN	BRYAN R. GAPASIN	DANIEL LESLIE S. TAN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	OIC-PRESIDENT, VSU