



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0527**

Dept./Office: **FMO**

PR No.: **GF-2024-10-02155**

Date: **10-06-2024**

Section/End-User: **Jocelyn T. Co**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Finance Management-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, brown, long	pc	24	20.00		480.00
2	Glass cleaner 500ml lemon w/spray	btls	2	200.00		400.00

**Specification:**

Zim Glass Cleaner 500ml  
 Lemon Scented  
 Anti-dust  
 Anti-mist  
 Streak-free

3	Multi- Insect killer spray, 300ml	pc	3	219.00		657.00
4	Overhead Projector Transparency Film (Sensitized Film) A4	boxes	2	2,000.00		4,000.00

**Specification:**

Overhead Projector Transparency Film (Sensitized Film)  
 Size: A4 (210 x 297 mm)  
 Thickness : 0.1 mm  
 Quantity: 100 sheets

5	Paper, Bond, A4, S-24, 80 gsm	reams	6	289.00		1,734.00
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**Specification:**

bright white, high premium quality

6	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
7	Photo Paper Glossy A4	sheets	3	150.00		450.00

**Specification:**

Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM

8	Ready made curtain (mint green)	pcs	9	450.00		4,050.00
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**Specification:**

?Dimension: 60"x84"

?Color: Mint green

?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through

?Design: Plain, most importantly – NO Flowers and Lace

9	Record Book, Big, 300 pages	pcs	5	155.00		775.00
10	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	2	110.00		220.00

**Specification:**

?2 Ply


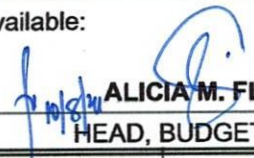
?at least 70 pulls or 140 Sheets

?Sheet size: at least 275mm x 230mm

?No artificial whiteners &amp; elemental chlorine

11	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	3	65.00		195.00
12	Staple Wire, #35	boxes	6	35.00		210.00
<b>TOTAL</b>						<b>14,011.00</b>

Purpose: Office Use

Checked by:		Funds Available:	
 <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies <i>for 10/24/29</i>		 <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>JOCELYN T. CO</b>	<b>LOUELLA C. AMPAC</b>	<b>PROSE IVY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU