



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

PURCHASE REQUEST

PPMP No. : 163-5-831-2023-6-0-1

Dept./Office: ODI

PR No.: GF-2023-09-02205

Date: 09-07-2023





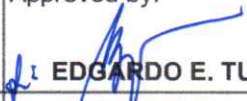
Section/End-User: Maria Louella C. Tambis

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: InnovationOffice-2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	1	220.00		220.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
3	Certificate Jacket	pc	100	30.00		3,000.00
Specification: Certificate Jacket for Winning Athletes, Short Landscape (1335 pcs) Certificate Jacket for Winning Coaches, Short Landscape (108 pcs) Certificate Jacket Special Certificate (Best Board and Individual Highest Point Winner) (108 pcs)						
4	Envelope, Expanding, with garter tie, brown, long	pc	50	15.00		750.00
5	Envelope, Expanding, with garter tie, red, short	pc	50	18.00		900.00
6	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
7	Frame, for certificates, A4 size	pcs	20	380.00		7,600.00
Specification: Hard border, with color black or brown color. Glass type.						
8	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	5	400.00		2,000.00
9	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
10	Pencil, Lead, #2, w/ eraser	pieces	20	10.00		200.00
11	Sign pen, Fine Tech, 0.3mm. blue	pieces	50	30.00		1,500.00
12	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	5	155.00		775.00
13	Tape, Masking, 2" x 25 yards	rolls	15	95.00		1,425.00

TOTAL				26,405.00	
Purpose: For office use					
Checked by:  SHALOM GRACE C. SUGANO			Funds Available:  ALICIA M. FLORES <i>hr 301</i>		
TWG - Office Supplies			HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by:  MARIA LOUELLA C. TAMBIS		Noted by:  ALAN B. LORETO		Approved by:  EDGARDO E. TULIN <i>ms</i>
	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU