

SCAN HERE



PR-2024-0529-199694



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-051724-0128**PR No.: **STF-2024-05-01198**Date: **05-29-2024**Dept./Office: **OHIGP**Category: **Office Supplies**Duration: **2024-05-27**Section/End-User: **Josefina L. Soria**Project Title/Code: **VSU Market
2024**to
2024-07-31Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	50	10.00	JOSEFINA L. SORIA	500.00
2	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00	JOSEFINA L. SORIA	3,795.00

Specification:

bright white, high premium quality

3	Record Book, Big, 500 pages	pcs	3	175.00	JOSEFINA L. SORIA	525.00
4	Staple Wire, #35	boxes	10	35.00	JOSEFINA L. SORIA	350.00
5	Wall Clock	pc	1	800.00	JOSEFINA L. SORIA	800.00

Specification:

?Diameter: 215 mm
 ?Weight: 250 g
 ?Depth: 40 mm
 ?Display: Analog
 ?Battery Type: AA
 ?Case Material: Plastic
 ?Shatterproof

6	white vellum board paper	pack	5	33.00	JOSEFINA L. SORIA	165.00
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Specification:

- Vellum Board Paper
- Grammage: 220 gsm
- Size: A4
- Color: White
- Packaging Size: 10 sheets per pack

TOTAL						6,135.00
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Purpose: For IGP Office use

Checked by:

SHALOM GRACE S. VEGA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	JOSEFINA L. SORIA	CRISLIN B. CRUZ	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU