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PR-2024-1007-228496



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092524-0472

Dept./Office: DSO

PR No.: GF-2024-10-02303

Date: 10-07-2024

Section/End-User: Junard C. Gucela

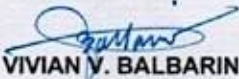
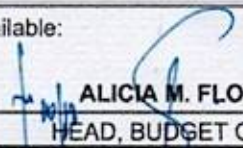
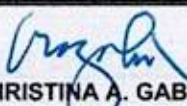
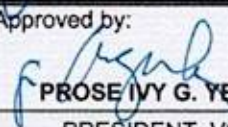
Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DSO-for Dean's Office

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	200.00		1,000.00
2	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
3	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	3	300.00		900.00
4	Gel Ink Sign Pen.0.5, blue	pcs	10	30.00		300.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
Specification: bright white, high premium quality						
6	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
7	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	400.00		800.00
8	Soap, hand, liquid, 250 ml	btls	3	155.00		465.00
Specification: • pump type						
9	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	3	220.00		660.00
10	Tape, Double Sided, 2" x 10m	rolls	10	120.00		1,200.00
TOTAL						41,285.00

Purpose: For Office used and equipment's maintenance

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES	
TWG: Office Supplies <i>on 10/8/29</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	JUNARD C. GUCELA	CHRISTINA A. GABRILLO	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU