



GF-2020-10-00235

PPMP #: 130-5-136-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **TVET**PR #: **GF-2020-10-00235** /1197Date: **10-14-2020**Section/End-User: **Ronillo V. Cano**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **TVET-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	8	140.00		1,120.00
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	2	30.00		60.00
3	Correction Pen, rolling ball-metal tip	pc	2	220.00		440.00
4	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00		150.00
5	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
6	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
7	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	4	78.00		312.00
8	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
9	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
10	Pen, Ball, black	pieces	30	10.00		300.00
11	Pen, Ball, blue	pieces	30	10.00		300.00
12	Pen, Highlighter, orange	pieces	4	46.00		184.00
13	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
14	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
15	Record Book, Big, 500 pages	pcs	2	115.00		230.00
16	Soap, Dishwashing, Liquid, 250mL	btls	4	150.00		600.00
17	Staple Wire, #35	boxes	2	30.00		60.00
18	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
	TOTAL					5,166.00

Purpose: for office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:	Requested by: <i>WCA5</i>	Noted by: <i>[Signature]</i>	Approved by: <i>[Signature]</i>
Printed Name:	RONILLO V. CANO	ANTONIO P. ABAMO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

Project Name: *VSU* Project ID: *VSU-2020-0001* Date: *10-14-2020*
 Category: *Office Supplies*
 Project Title/Code: *VSU-2020*

Item #	Description	Unit	Qty	Unit Cost	Particulars	Total Cost
1	Alcohol Inkjet Paper, 11x17, 24lb, 100% Recycled	box	1	143.00		143.00
2	Copy Paper, 11x17, 24lb, 100% Recycled	box	1	22.00		22.00
3	Copy Paper, 11x17, 24lb, 100% Recycled	box	2	22.00		44.00
4	Copy Paper, 11x17, 24lb, 100% Recycled	box	10	15.00		150.00
5	Copy Paper, 11x17, 24lb, 100% Recycled	box	10	15.00		150.00
6	Copy Paper, 11x17, 24lb, 100% Recycled	box	10	15.00		150.00
7	Copy Paper, 11x17, 24lb, 100% Recycled	box	4	15.00		60.00
8	Copy Paper, 11x17, 24lb, 100% Recycled	box	2	15.00		30.00
9	Copy Paper, 11x17, 24lb, 100% Recycled	box	5	15.00		75.00
10	Copy Paper, 11x17, 24lb, 100% Recycled	box	10	15.00		150.00
11	Copy Paper, 11x17, 24lb, 100% Recycled	box	10	15.00		150.00
12	Copy Paper, 11x17, 24lb, 100% Recycled	box	4	15.00		60.00
13	Copy Paper, 11x17, 24lb, 100% Recycled	box	10	15.00		150.00
14	Copy Paper, 11x17, 24lb, 100% Recycled	box	2	15.00		30.00
15	Copy Paper, 11x17, 24lb, 100% Recycled	box	2	15.00		30.00
16	Copy Paper, 11x17, 24lb, 100% Recycled	box	4	15.00		60.00
17	Copy Paper, 11x17, 24lb, 100% Recycled	box	2	15.00		30.00
18	Copy Paper, 11x17, 24lb, 100% Recycled	box	5	15.00		75.00
TOTAL						1,124.00

Prepared by: <i>[Signature]</i>	Checked by: <i>[Signature]</i>
Approved by: <i>[Signature]</i>	Approved by: <i>[Signature]</i>