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PR-2024-0112-169149



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

PURCHASE REQUEST

PPMP No. : 199-1-1914-2024-11-0-0

Dept./Office: VEFI

PR No.: STF-2024-01-00040

Date: 01-12-2024

Section/End-User: Cynthia Y. Manzano

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: VFES/Elementary

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bleach, cleaner, 1 gal.	gallons	1	220.00		220.00
2	Cartolina, Vellum, White, at least 180gsm	pcs	15	35.00		525.00
3	Class Record (School Register), Long, DepEd (K-12)	pcs	15	60.00		900.00
4	envelope for elementary report cards	pcs	250	1.50		375.00
5	Paper, Bond, A4, S-20, 70 gsm	reams	35	253.00		8,855.00
Specification: bright white, high premium quality						
6	Paper, Bond, Long, S-20, 70 gsm	reams	34	286.00		9,724.00
Specification: bright white, high premium quality						
7	Paper, Laid 8 x 11 90gsm Diamond White	boxes	1	850.00		850.00
8	Pen, Ball, black	pieces	5	10.00		50.00
9	Pen, Ball, blue	pieces	10	10.00		100.00
10	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	1	150.00		150.00
TOTAL						21,749.00

Purpose: For procurement of office supplies

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES STF-CD HEAD, BUDGET OFFICE	
Signature:	Requested by: CYNTHIA Y. MANZANO END USER	Noted by: MA. RACHEL KIM L. AURE UNIT HEAD, PROJECT LEADER	Approved by: DANIEL LESLIE S. TAN OIC-PRESIDENT, VSU