



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



PURCHASE REQUEST

PPMP No. : 39-5-1193-2024-0-0-2
PR No.: GF-2024-02-00376
Date: 02-01-2024
Dept./Office: CN
Category: Office Supplies
Duration: 2024-02-05
Section/End-User: Guada Fe D. Amihan
Project Title/Code: EXT 80 COPE
to
Funding Source: General Fund - MOOE
CHD 2024-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	3	500.00		1,500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
Specification: bright white, high premium quality						
3	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
4	Paper, Bond, Long, S-24, 80 gsm	reams	15	328.00		4,920.00
Specification: bright white, high premium quality						
TOTAL						14,550.00
Purpose: Extension Project						
Checked by: SHALOM GRACE C. SUGANO				Funds Available: ALICIA M. FLORES		
TWG - Office Supplies				HEAD, BUDGET OFFICE		
Signature:		Prepared by:	Noted by:	Approved by:		
Printed Name: GUADA FE D. AMIHAN		CIEDELLE HONEY LOU D. GAPASIN		DANIEL BRILL S. TAN		
Designation:		UNIT HEAD, PROJECT LEADER		EDGARDO E. TULIN		
				VIC PRESIDENT, VSU		