



GF-2020-10-00506



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

 PPMP #: 4-5-490-2021-8-0-2
 1354
 10/26/20

PURCHASE REQUEST

Dept./Office: **DBM**PR #: **GF-2020-10-00506 /1255**Date: **10-15-2020**Section/End-User: **Julia A. Tabinas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBM Higher Education**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Chalk, White, Dustless, 100 pcs/box	boxes	1	75.00	NILDA T. AMESTOSO	75.00
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00	NILDA T. AMESTOSO	300.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	14	14.00	NILDA T. AMESTOSO	196.00
4	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	1	30.00	NILDA T. AMESTOSO	30.00
5	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	2	240.00	NILDA T. AMESTOSO	480.00
6	Dust pan, plastic, stand-up handle, large	pc	1	140.00	NILDA T. AMESTOSO	140.00
7	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00	NILDA T. AMESTOSO	150.00
8	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00	NILDA T. AMESTOSO	395.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00	NILDA T. AMESTOSO	380.00
10	Glue, White, All-purpose, 1 gallon	gallons	1	510.00	NILDA T. AMESTOSO	510.00
11	Paper Cutter, wood, A4 size	piece	1	550.00	NILDA T. AMESTOSO	550.00
12	Paper, Bond, A4, S-20, 70 gsm	reams	95	253.00	NILDA T. AMESTOSO	24,035.00
TOTAL						27,241.00

Purpose: for office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: JULIA A. TABINAS END USER	Noted by: NILDA T. AMESTOSO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU