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PR-2024-1003-227404



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

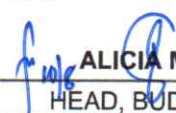
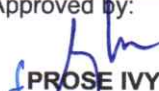
PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0026**Dept./Office: **LO**PR No.: **GF-2024-10-02004**Date: **10-03-2024**Section/End-User: **Grecilda F. Pabroquez**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OFFICE EQUIPMENT**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	5	25.00	RYSAN C. GUINOCOR	125.00
2	Correction Tape, 8m x 5mm wide	pc	10	40.00	RYSAN C. GUINOCOR	400.00
3	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	boxes	20	250.00	RYSAN C. GUINOCOR	5,000.00
4	Eraser, whiteboard, magnetic flannel	pc	2	75.00	RYSAN C. GUINOCOR	150.00
5	Green Data Filer, Legal, Double	pc	31	200.00	RYSAN C. GUINOCOR	6,200.00
6	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	4	165.00	RYSAN C. GUINOCOR	660.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00	RYSAN C. GUINOCOR	2,890.00
Specification: bright white, high premium quality						
8	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00	RYSAN C. GUINOCOR	3,280.00
Specification: bright white, high premium quality						
9	Pen, Whiteboard Marker, blue,	pieces	5	50.00	RYSAN C. GUINOCOR	250.00
10	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00	RYSAN C. GUINOCOR	240.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
11	Photo Paper Glossy A4	sheets	1	150.00	RYSAN C. GUINOCOR	150.00
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
12	Scissors, 8" heavy duty, good quality	pieces	2	75.00	RYSAN C. GUINOCOR	150.00
13	Stamp Pad, 4 x 2.75" (Purple)	pc	2	60.00	RYSAN C. GUINOCOR	120.00

14	Staple wire remover, Plier type, Metal	piece	3	100.00	RYSAN C. GUINOCOR	300.00
15	Staple Wire, #35	boxes	20	35.00	RYSAN C. GUINOCOR	700.00
16	Stapler, HD No.35	pc	2	400.00	RYSAN C. GUINOCOR	800.00
17	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	5	79.00	RYSAN C. GUINOCOR	395.00
18	Sticky Note, 2 x 3, Yellow	pads	5	79.00	RYSAN C. GUINOCOR	395.00
19	Tape, Double Sided, 2" x 10m	rolls	2	120.00	RYSAN C. GUINOCOR	240.00
20	Transparent Tape (1")	rolls	11	25.00	RYSAN C. GUINOCOR	275.00
21	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	1	1,680.00	RYSAN C. GUINOCOR	1,680.00
TOTAL						24,400.00

Purpose: Office Supply

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES 10-25	
TWG - Office Supplies 4/17/24		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  GRECILDA F. PABROQUEZ	Noted by:  RYSAN C. GUINOCOR	Approved by:  PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU