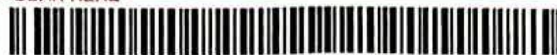


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PR-2025-0307-259699

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

PURCHASE REQUEST

PPMP No. : PPMP-2025-010825-0820

Dept./Office: PRCRTC

PR No.: TF-2025-03-00304

Date: 03-07-2025

Section/End-User: Marlon M. Tambis

Category: Office Supplies

Duration: 2024-07-01

Funding Source: Trust Fund








Project Title/Code: 20201050-1.118

to
2026-06-30

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	15	1,250.00		18,750.00
Specification: Specifications: <ul style="list-style-type: none"> • 70 gsm • Weight per Box: 12kg • Product Dimension: A4: 8.5in x 9in x 12.2in • Color: White • Works with laser/inkjet printers, copiers, and fax machines. • Paper rolls are tightly wound and precisely cut for high-quality output. • Lint-free, bright white paper. • The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality. 						
2	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
3	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
4	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	40	25.00		1,000.00

5	Sign Here Sticky Notes	pack	10	59.00	590.00
	TOTAL				23,840.00

Purpose: For project use

Checked by:  VIVIAN V. BALBARINO		Funds Available:  NICK FREDDY R. BELLO	
TWG - Office Supplies 8/11/25		HEAD, ACCOUNTING OFFICE	
Signature: Printed Name: Designation:	Prepared by:  MARLON M. TAMBIS	Noted by:  MARLON M. TAMBIS	Approved by:  PROSE IVY G. YEPES
		UNIT HEAD, PROJECT LEADER 	PRESIDENT, VSU 