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PR 2024-0723-211772



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

PURCHASE REQUEST

PPMP No. : PPMP-2024-072224-0290

Dept./Office: DSS

PR No.: GF-2024-07-01409

Date: 07-23-2024

Section/End-User: Emelita S. Pausanos

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DSS high ED 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Broom, Soft (Tambo), Large, Heavy Duty	pcs	3	250.00		750.00
2	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	2	250.00		500.00
3	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	piece	20	140.00		2,800.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	70	289.00		20,230.00
Specification: bright white, high premium quality						
5	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	150.00		300.00
6	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
TOTAL						25,192.00

Purpose: office supplies

Checked by:

VIVIAN M. BALBARINO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

EMELITA S. PAUSANOS

Noted by:

DEEJAY M. LUMANAO

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU