



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

PURCHASE REQUEST

PPMP No. : 103-5-5-2023-7-0-0

Dept./Office: **DMet**

PR No.: **GF-2023-03-00298**

Date: **03-03-2023**



Section/End-User: **Lorna B. Abamo**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DMet - 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
2	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
3	Folder, Ordinary, A4	pcs	50	7.00		350.00
Specification: Folder, Ordinary, A4						
4	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
5	Gel Ink Sign Pen 0.5, blue	pcs	12	25.00		300.00
6	Gel Ink Sign Pen 0.5, red	pcs	12	25.00		300.00
7	Hand Sprayer, plastic, 300 ml cap.	pieces	5	150.00		750.00
8	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
9	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00		230.00
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	24	100.00		2,400.00
11	Multi-Insect Killer Spray, 600mL	tubes	2	600.00		1,200.00
12	Paper, Bond, A4, S-24, 80 gsm	reams	12	289.00		3,468.00
Specification: bright white, high premium quality						
13	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
14	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00		120.00
15	Pen, Permanent Marker, red, fine tip	pieces	2	60.00		120.00
16	Puncher, Heavy Duty	pieces	2	450.00		900.00
17	Ready made curtain (mint green)	pcs	4	450.00		1,800.00

Specification: ?Dimension: 60"x84" ?Color: Mint green ?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through ?Design: Plain, most importantly -- NO Flowers and Lace						
18	Ready-Made Curtain (RMC), Cream color	pc	14	450.00		6,300.00
Specification: ?Dimension: 60"x84" ?Color: Cream/Beige ?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through ?Design: Plain, most importantly -- NO Flowers and Lace						
19	Record Book, Big, 300 pages	pcs	12	110.00		1,320.00
20	Sign pen, Fine Tech, 0.3mm. blue	pieces	12	30.00		360.00
21	Tape, Packaging, 2" x 100 yards, Tan	rolls	3	75.00		225.00
22	Transparent Tape (1")	rolls	6	25.00		150.00
23	Transparent Tape (2")	rolls	2	40.00		80.00
	TOTAL					22,623.00
Purpose: Office Use						
Checked by: <div style="text-align: center;">  JED ASAPH D. CORTES TWG - Office Supplies </div>				Funds Available: <div style="text-align: center;">  ALICIA M. FLORES HEAD, BUDGET OFFICE </div>		
Signature:	Requested by:	Noted by:			Approved by:	
Printed Name:	LORNA B. ABAMO	CHARLIE S. ANDIN			EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	