

SCAN HERE



PR-2022-1213-81836



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

## PURCHASE REQUEST

PPMP No. : 135-5-711-2022-11-0-6

Dept./Office: PO

PR No.: GF-2022-12-02441

Date: 12-13-2023

Section/End-User: Jessamine C. Ecleo

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: COA 2022

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
2	Paper Clips Small Vinyl (33MM)	Box of 100's	3	35.00		105.00
3	Paper Clips Small Vinyl (50mm)	Box of 100's	2	40.00		80.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	3	253.00		759.00
Specification: bright white, high premium quality						
5	Paper, Bond, Long, S-20, 70 gsm	reams	2	286.00		572.00
Specification: bright white, high premium quality						
6	Paper, Bond, Short, S-20, 70 gsm	reams	5	245.00		1,225.00
Specification: bright white, high premium quality						
7	Puncher, 2 holes, heavy duty	pieces	2	155.00		310.00
<b>TOTAL</b>						<b>3,165.00</b>

Purpose: for COA

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:  JESSAMINE C. ECLEO	Noted by:  JESSAMINE C. ECLEO	Approved by:  EDGARDO E. TULIN
Printed Name:	JESSAMINE C. ECLEO	JESSAMINE C. ECLEO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU