



PPMP #: 43-5-266-2021-8-0-0



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

## PURCHASE REQUEST

Dept./Office: **DSS**PR #: **GF-2020-10-00351**Date: **10-14-2020**Section/End-User: **Beatriz C. Jadina**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DSS. 51823**

| Item #                                                                                  | Item Description                                                                                      | Unit                     | Qty | Unit Cost                                                              | PAR/ICS                 | Total Cost      |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------|-----|------------------------------------------------------------------------|-------------------------|-----------------|
| 1                                                                                       | Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions, <i>not made in China</i> | unit                     | 2   | 700.00                                                                 | BEATRIZ C. JADINA       | 1,400.00        |
| 2                                                                                       | Detachable plastic documentary tray (3-4 layers)                                                      | sets                     | 2   | 700.00                                                                 | BEATRIZ C. JADINA       | 1,400.00        |
| <b>Specification:</b><br>Detachable plastic documentary tray (3-4 layers); color: black |                                                                                                       |                          |     |                                                                        |                         |                 |
| 3                                                                                       | Folder, File, Long, 14pts, White                                                                      | piece                    | 50  | 10.00                                                                  | BEATRIZ C. JADINA       | 500.00          |
| 4                                                                                       | Paper, Bond, A4, S-20, 70 gsm                                                                         | reams                    | 10  | 253.00                                                                 | BEATRIZ C. JADINA       | 2,530.00        |
| 5                                                                                       | Paper, Bond, Long, S-20, 70 gsm                                                                       | reams                    | 10  | 286.00                                                                 | BEATRIZ C. JADINA       | 2,860.00        |
| 6                                                                                       | Pen, Ball, blue                                                                                       | pieces                   | 10  | 10.00                                                                  | BEATRIZ C. JADINA       | 100.00          |
| 7                                                                                       | Pen, Ball, red                                                                                        | pieces                   | 10  | 10.00                                                                  | BEATRIZ C. JADINA       | 100.00          |
| <b>TOTAL</b>                                                                            |                                                                                                       |                          |     |                                                                        |                         | <b>8,890.00</b> |
| Purpose: for project use                                                                |                                                                                                       |                          |     |                                                                        |                         |                 |
| Checked by:<br><br><b>NELLO D. GORNE</b><br>TWG - Office Supplies                       |                                                                                                       |                          |     | Funds Available:<br><br><b>MYRNA S. PANCITO</b><br>HEAD, BUDGET OFFICE |                         |                 |
| Signature:                                                                              | Requested by:                                                                                         | Noted by:                |     |                                                                        | Approved by:            |                 |
| Printed Name:                                                                           | <b>BEATRIZ C. JADINA</b>                                                                              | <b>BEATRIZ C. JADINA</b> |     |                                                                        | <b>EDGARDO E. TULIN</b> |                 |
| Designation:                                                                            | END USER                                                                                              | PROJECT LEADER           |     |                                                                        | PRESIDENT, VSU          |                 |