



PPMP #: 13-5-485-2021-8-0-1

OP# 1824
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Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: DOE

PR #: GF-2020-10-00171 *1193*

Date: 10-14-2020

Section/End-User: Carlito O. Suganob

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DOE-2021 - A.III.a

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cleanser, Powder, 500g, any scent	btls	10	76.00		760.00
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
4	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	20	195.00		3,900.00
5	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	100.00		2,000.00
6	Pencil, Lead, #2, w/ eraser	pieces	5	10.00		50.00
7	Tape, Double Sided, 1" x 10m	rolls	3	35.00		105.00
8	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
9	Tape, Masking, 2" x 25 yards	rolls	2	95.00		190.00
10	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
11	Tape, Transparent, 24mm x 50m	rolls	6	120.00		720.00
TOTAL						8,525.00

Purpose: For office use.

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: CARLITO O. SUGANOB END USER	Noted by: MA. SALOME B. BULAYOG UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU