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PR-2023-0113-87156



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

PURCHASE REQUEST

PR No.: **STF-2023-01-00051**Date: **01-13-2023**PPMP No. : **3-1-1546-2022-10-0-3**Dept./Office: **DA**Section/End-User: **Milesa C. Marsado**Funding Source: **Special Trust Fund**

Category: **Office Supplies
and General Merchandise
Products**

Project Title/Code: **DA-2022 (Lab. Fees 2nd sem. SY:
2021-2022)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	5	222.00		1,110.00
2	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
3	Folder, Ordinary, A4	pcs	30	7.00		210.00

Specification:

Folder, Ordinary, A4





4	Gel Ink Sign Pen 0.5, blue	pcs	50	25.00		1,250.00
5	Gel Ink Sign Pen 0.5, red	pcs	50	25.00		1,250.00
6	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	pc	5	150.00		750.00
7	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00		1,000.00
8	Magnetic White Board	pc	1	2,000.00		2,000.00

Specification:

with aluminum frame safety.protected corners erase and marker holder size 2x4feet

9	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
10	Pen, Sign, .5mm, Gel-type, Red	piece	50	35.00		1,750.00
11	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
12	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00
13	Stapler, HD No.35	pc	2	350.00		700.00
14	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
15	White Folders, 0.14mm long 100pcs/pack	packs	1	430.00		430.00
TOTAL						16,240.00

Purpose: Office Supplies and General Merchandise Products

Checked by:  NELLO D. GORNE		Funds Available:  ALICIA M. FLORES <i>DA 6196</i>	
TWG - Office Supplies and General Merchandise Products		HEAD, BUDGET OFFICE	
Signature:	Requested by:  MILESA C. MARSADO	Noted by:  RUTH O. ESCASINAS	Approved by:  EDGARDO E. TULIN <i>Yes</i>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU