

SCAN HERE



PR-2024-1002-226952



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0054**Dept./Office: **ATRO**PR No.: **GF-2024-10-01795**Date: **10-02-2024**Section/End-User: **Kimberly V. Caingcoy**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPRE.ATR.OC**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
3	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
4	Staple Wire, #35	boxes	10	35.00		350.00
TOTAL						13,890.00

Purpose: Office Supplies

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies 10/2/24	Funds Available: ALICIA M. FLORES 303 HEAD, BUDGET OFFICE 2025
--	---

Signature:	Prepared by: KIMBERLY V. CAINGCOY	Noted by: HARVIE P. PORTUGALIZA UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY S. YEPES 10/2/2024 PRESIDENT, VSU
------------	---	--	---