PPMP #: *19-5-1047-2021-7-0-0*

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

GF-2021-08-00635

PURCHASE REQUEST

Dept./Office: **FARMI**
PR #: **GF-2021-08-00635**
Date: **08-19-2021**

Section/End-User: **Vanessa May B. Milan**
Category: **Office Supplies**

Funding Source: **General Fund - MOOE**
Project Title/Code: **EFARMI.A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Alcohol, Ethyl, 70% solution, 500mL**	btls	5	125.00		625.00
2	**Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack**	pack	5	125.00		625.00
3	**Envelope, Expanding, with garter tie, green, long**	pc	10	15.00		150.00
4	**Fastener, Paper, plastic, 50 sets/box**	boxes	2	38.00		76.00
5	**Folder, File, Long, 14pts, White**	piece	50	10.00		500.00
6	**Paper, Bond, A4, S-20, 70 gsm**	reams	5	253.00		1,265.00
7	**Paper, Bond, Long, S-20, 70 gsm**	reams	1	286.00		286.00
8	**Pen, Ball, blue**	pieces	25	10.00		250.00
	TOTAL					**3,777.00**

Purpose: For office and office use

Checked by:	Funds Available:
DOREEN B. ALBA	for **MYRNA S. PANCITO**
TWG - Office Supplies	HEAD, BUDGET OFFICE A.III.C

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	**VANESSA MAY B. MILAN**	for **ROMEL B. ARMECIN**	for **EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU