



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



PURCHASE REQUEST

PPMP No. : 3-1-1546-2023-8-0-4

Dept./Office: DA

Section/End-User: Milesa C. Marsado

Funding Source: Special Trust Fund

PR No.: STF-2023-09-02225

Date: 09-07-2023

Category: Office Supplies

Duration: 2023-03-31

Project Title/Code: DASS.NCT.1718

to
2023-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00
2	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
3	Gel Ink Sign Pen 0.5, blue	pcs	22	25.00		550.00
4	Gel Ink Sign Pen 0.5, red	pcs	10	25.00		250.00
5	Meter Stick, wood	pcs	10	60.00		600.00
6	Paper, Bond, A4, S-24, 80 gsm	reams	6	289.00		1,734.00

Specification:

bright white, high premium quality

7	Paper, Bond, Long, S-24, 80 gsm	reams	2	328.00		656.00
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Specification:

bright white, high premium quality

8	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
9	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
10	Record Book, Big, 300 pages	pcs	4	110.00		440.00
11	Tape, Masking, 1/2" x 25 yards	rolls	10	25.00		250.00
TOTAL						6,180.00

Purpose: Office Supplies

Checked by:

Milesa C. Marsado
MILESIA C. MARSADO

Funds Available:

Aligia M. Flores
ALIGIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MILESIA C. MARSADO	BERTA C. RATILLA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU