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PR-2024-1007-228478



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092424-0019

Dept./Office: OVPPRGAS

PR No.: GF-2024-10-02284

Date: 10-07-2024

Section/End-User: Dalisay F. Andres

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: OVPPRGAS 2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	3	140.00		420.00
3	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	3	25.00		75.00
5	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	3	25.00		75.00
6	Correction Tape, 10 meters	pcs	10	32.00		320.00
7	Paper, Book, A4 size, 80 gsm	reams	58	285.00		16,530.00
Specification: bright white, high premium quality						
8	Scissors, 6" heavy duty, good quality	piece	3	68.00		204.00
9	Transparent Tape (1")	rolls	5	25.00		125.00
TOTAL						19,409.00

Purpose: For Office Use.

Checked by:

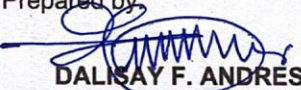
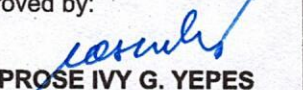
VIVIAN V. BALBARINO

TWG - Office Supplies 10/12/24

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
	 DALISAY F. ANDRES	 MOISES NEIL V. SERINO	 PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU