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PR-2025-0508-271013



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-050625-1150**PR No.: **GF-2025-05-00585**Date: **05-08-2025**Dept./Office: **UIMPA**Category: **Office Supplies**Section/End-User: **Elmera Y. Bañoc**

Project Title/Code: **Updating and upgrading of the VSU
 Website Frontend and Backend Systems**

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	10	1,250.00		12,500.00

Specification:


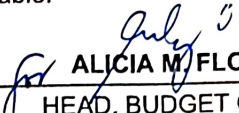

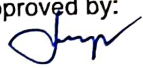
Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

2	Certificate Holder (A4)	pcs	40	65.00		2,600.00
3	Folder, File, Long, 14pts, White	piece	25	10.00		250.00
4	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	5	200.00		1,000.00
5	Sign pen, Fine Tech, 0.3mm. blue	pieces	40	35.00		1,400.00
6	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	30	60.00		1,800.00

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

TOTAL						19,550.00
Office Use						
Requested by:  VIVIAN V. BALBARINO				Funds Available:  ALICIA M. FLORES		
TWG - Office Supplies <i>AG/25/25</i>				HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by: 		
	ELMERA Y. BAÑOC					
Printed Name:						
Designation:						