

SCAN HERE



PR-2023-0817-139094



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

No Signature

PURCHASE REQUEST

PPMP No. : 246-5-1551-2024-7-0-5

PR No.: GF-2023-08-01864

Date: 08-17-2023

Dept./Office: DSO

Category: Office Supplies

Section/End-User: Junard C. Gucela

Project Title/Code: DSO-Office of Student Scholarships grants & Awards 2024

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Data filer box, double, 11 x 40 x 24cm	pcs	21	500.00		10,500.00
2	Folder, Ordinary, A4	pcs	1500	7.00		10,500.00
Specification: Folder, Ordinary, A4						
3	Paper, Bond, A4, S-24, 80 gsm	reams	31	289.00		8,959.00
Specification: bright white, high premium quality						
4	Staple Wire, #35	boxes	15	35.00		525.00
5	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	2	1,500.00		3,000.00
Specification: 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth						
TOTAL						33,484.00

Purpose: OFFICE SUPPLIES

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES <i>for STD-2024</i> HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: JUNARD C. GUCELA END USER	Noted by: CHONA A. BRIT UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU