



PPMP #: 21-2-243-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **ISRDS**PR #: **GF -2020-10-00547 /1278**Date: **10-15-2020**Section/End-User: **Ernesto A. Gonzaga**Category: **Office Supplies**Funding Source: **General Fund - CO**Project Title/Code: **CB.PGP.19-EXT02**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btl	2	140.00		280.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00		230.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	125.00		250.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	3	30.00		90.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00		42.00
6	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
7	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
8	Paper, Bond, A4, S-20, 70 gsm	reams	3	253.00		759.00
9	Paper, Manila	pcs	20	6.00		120.00
10	Pen, Ball, blue	pieces	5	10.00		50.00
11	Pen, Sign, .5mm, Gel-type, Blue	piece	3	35.00		105.00
TOTAL						2,102.00

Purpose: for office supplies

Checked by: ALICIA M. FLORES TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: ERNESTO A. GONZAGA END USER	Noted by: CHRISTOPHER C. GALGO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU