



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

SCAN HERE



PR-2025-0514-271850

PURCHASE REQUEST

PPMP No. : **PPMP-2025-041525-1105**

Dept./Office: **DAS**

PR No.: **STF-2025-05-00613**

Date: **05-14-2025**

Section/End-User: **JOVELYN A. SABLAS**

Category: **Office Supplies**

Funding Source: **Special Trust Fund - MOOE**

Project Title/Code: **EXT-STF-13**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	3	1,250.00		3,750.00

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	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	4	600.00		2,400.00
3	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00


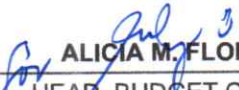


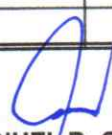
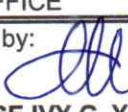
Specification:

Specification:

Line Weight: 0.5mm
Ink Type: Oil gel ink

4	Neck lanyard or ID sling (black)	pc	100	25.00		2,500.00
5	Pen, Permanent Marker, black, broad tip	pieces	20	60.00		1,200.00
6	PRIPORT BLACK INK DX2430	500ml	10	1,080.24		10,802.40
7	Record Book, Big, 300 pages	pcs	5	155.00		775.00
TOTAL						22,427.40

Purpose: research

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
TWG - Office Supplies  5/14/25			
Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	JOVELYN A. SABLAS	MANUEL D. GACUTAN JR.	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU