

SCAN HERE



PR-2023-0815-138261



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

PURCHASE REQUEST

PPMP No. : 72-5-785-2024-7-0-0

Dept./Office: **AccO**PR No.: **GF-2023-08-01730**Date: **08-15-2023**Section/End-User: **Valerie Y. Vergis**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ACCTG-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cable Tie, 8", 100 pcs/pack	packs	2	110.00		220.00
Specification: 2.5 x 200mm (Width x length)						
2	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	5	70.00		350.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
5	Computer/Paint Brush, 1.5"	piece	8	25.00		200.00
6	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
7	Envelope, Expanding, with garter tie, brown, long	pc	30	15.00		450.00
8	Eraser, Rubber, high quality	pc	5	45.00		225.00
9	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
11	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
12	Paper, Bond, A4, S-24, 80 gsm	reams	45	289.00		13,005.00
Specification: bright white, high premium quality						
13	Paper, Bond, Long, S-24, 80 gsm	reams	15	328.00		4,920.00
Specification: bright white, high premium quality						
14	Paper, Bond, Short, S-20, 70 gsm	reams	5	245.00		1,225.00

Specification:

bright white, high premium quality

15	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
16	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
17	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	pc	1	180.00		180.00
18	Record Book, Big, 500 pages	pcs	2	115.00		230.00
19	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
TOTAL						23,755.00

Purpose: For office use

Checked by:

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES 6/15/2024

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	VALERIE Y. VERGIS	NICK FREDDY R. BELLO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU