



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

PURCHASE REQUEST

PPMP No. : 24-5-2499-2025-2-0-10

Dept./Office: **PRCRTC**

PR No.: **GF-2025-02-00167**

Date: **02-07-2025**

Section/End-User: **John S. Bahandi**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **PRCRTC114**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	2	198.00		396.00
2	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	2	222.00		444.00
3	Laminating Film, A4, 100 shts/box, 250 microns	boxes	3	1,430.00		4,290.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	4	289.00		1,156.00

Specification:

bright white, high premium quality

5	Plastic Twine, 1kl/roll	rolls	5	110.00		550.00
TOTAL						6,836.00

Purpose: Office Supplies and Data Gathering Tools

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available: ALICIA M. FLORES 302-25 HEAD, BUDGET OFFICE	
Signature: Printed Name: JOHN S. BAHANDI Designation:	Prepared by: JOY C. CODOOG UNIT HEAD, PROJECT LEADER	Noted by: JOY C. CODOOG UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU