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PR-2023-0804-135730



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

PURCHASE REQUEST

PPMP No. : 213-5-155-2024-7-0-0

Dept./Office: FMO

PR No.: GF-2023-08-01385

Date: 08-04-2023

Section/End-User: Jocelyn T. Co

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: ODFM 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Document, Brown, 150 lbs, Long	pc	60	7.00		420.00
2	Envelope, Expanding, with garter tie, brown, long	pc	24	15.00		360.00
3	Envelope, Mailing, white, long, 500pcs/box	boxes	1	525.00		525.00
4	Folder, Pressboard, A4, US Green, Double Fold	pcs	24	40.00		960.00
Specification: Folder, pressboard, A4, US Green, double fold						
5	Folder, Pressboard, US, Green, Long	pcs	36	30.00		1,080.00
6	Gel Ink Sign Pen 0.5, blue	pcs	24	25.00		600.00
7	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	boxes	2	850.00		1,700.00
Specification: ?Transparent Extension: 1/2" ?Color: Clear (no color) ?1 box contains 25 packs. ?1 pack contains 2 pcs.						
8	Multi-Insect Killer Spray, 600mL	tubes	3	600.00		1,800.00
9	Paper towel, interfolded, 2 ply, approx. 150 pulls per pack	packs	2	80.00		160.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
11	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00

Specification:						
bright white, high premium quality						
12	Paper, Photo, high gloss, A3, 230G, 20 shts/pack	pack	2	455.00		910.00
13	Ring Binder, plastic, 14mm, 9/16" black	pieces	12	15.00		180.00
14	Ring Binder, plastic, 20mm, 3/4" black	pieces	12	22.00		264.00
15	Ring Binder, plastic, 25mm, 1" black	pieces	24	30.00		720.00
16	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	24	46.00		1,104.00
17	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	6	90.00		540.00
18	Soap, Dishwashing Liquid Refill, 375ml	packs	2	200.00		400.00
Specification:						
Antibacterial Concentrate Dishwashing Liquid .						
19	Soap, Dishwashing, Liquid, 250mL	btlts	8	150.00		1,200.00
20	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	6	65.00		390.00
21	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	3	146.00		438.00
22	white vellum board paper	pack	6	33.00		198.00
Specification:						
- Vellum Board Paper - Grammage: 220 gsm - Size: A4 - Color: White - Packaging Size: 10 sheets per pack						
TOTAL						23,009.00
Purpose: For Office Use						
Checked by: <i>o/c JED ASAPH D. CORTES 8/13/23</i> JED ASAPH D. CORTES				Funds Available: <i>[Signature]</i> ALICIA M. FLORES		
TWG - Office Supplies				HEAD, BUDGET OFFICE		
Signature:	Requested by: <i>[Signature]</i>	Noted by: <i>[Signature]</i>			Approved by: <i>[Signature]</i>	
Printed Name:	JOCELYN T. CO	LOUELLA C. AMPAC			EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	