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PR-2024-1008-228612



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0078**Dept./Office: **LDHRAO**PR No.: **GF-2024-10-02377**Date: **10-08-2024**Section/End-User: **Jonathan Eduard S. Cabal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **LDHRAO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	4	600.00		2,400.00
2	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	25.00		125.00
3	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	75.00		375.00
4	Dishwashing Sponge	pcs	2	35.00		70.00
5	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
6	Envelope, Document, Brown, 150 lbs, Short	pc	20	5.00		100.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	5	40.00		200.00
8	Folder, Expanded, Long (Light Blue)	pcs	200	30.00		6,000.00
9	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
10	Hand Towel, cloth, cotton	piece	5	35.00		175.00
11	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	5	195.00		975.00
12	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	5	200.00		1,000.00
13	Mouse Pad, Rubber	pad	2	250.00		500.00
Specification: ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
14	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification: bright white, high premium quality						
15	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
16	Paper, Construction, Assorted Colors, 20 shts/pack	packs	5	46.00		230.00
Specification:						
17	Paper, Laid 8 x 13 90gms Conqueror Peach	box of 50's	1	1,415.00		1,415.00
18	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	5	75.00		375.00
19	Pen, Ball, blue	pieces	1000	10.00		10,000.00
20	Pen, Highlighter, yellow	pieces	2	45.00		90.00
21	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	12	300.00		3,600.00
Specification: Pen, Sign, 0.4mm, Gel-type, Blue						
22	Record Book, 200 Pages	piece	2	90.00		180.00
23	Stapler, HD No.35	pc	2	400.00		800.00
24	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	5	400.00		2,000.00
25	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	5	40.00		200.00
Specification: ?Sticky Flags Suitable For/As: ?Indexing Tab ?Highlighting ?Marking ?Repositionable ?One end straight-cut, One end arrow-shaped ?Can be used to show/indicate where to attach signature						
TOTAL						38,870.00
Purpose: EPA 2025						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies				Funds Available:  10/15 ALICIA M. FLORES 201-25 HEAD, BUDGET OFFICE		

Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	JONATHAN EDUARD S. CABAL	LUVILLA G. ALCOBER	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU