PPMP #: *43-5-138-2021-6-0-4*

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

GF-2021-08-00629

PURCHASE REQUEST

Dept./Office: **DSS**
Section/End-User: **Joserose B. Capricho**
Funding Source: **General Fund - MOOE**

PR #: **GF-2021-08-00629**
Date: **08-19-2021**
Category: **Office Supplies**
Project Title/Code: **DSS Extension Project (GAA 2021)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Basin, Utility, Durable Plastic, Size: at least 16" | 15 x 40.5cm, any Color**	pcs	3	205.00		615.00
2	**Bucket, Plastic**	pc	3	100.00		300.00
	Specification: 2-gallon capacity bucket with cover					
3	**EPSON INK btl 664 black**	btl	7	500.00		3,500.00
4	**Folder, File, Long, 14pts, White**	piece	50	10.00		500.00
5	**Folder, File, Short, 14pts, White**	piece	50	8.00		400.00
6	**Notebook, ordinary 60 leaves, 60 gsm**	pieces	50	13.00		650.00
7	**Paper, Bond, A4, S-20, 70 gsm**	reams	6	253.00		1,518.00
8	**Paper, Manila**	pcs	50	6.00		300.00
9	**Pen, Permanent Marker, black, broad tip**	pieces	15	60.00		900.00
10	**Pen, Ball, blue**	pieces	125	10.00		1,250.00
11	**Pen, Whiteboard Marker, black**	pieces	5	50.00		250.00
12	**Plastic bag (sando bag)100 pc./pack medium**	pack	5	65.00		325.00
13	**Record Book, Big, 300 pages**	pcs	5	80.00		400.00
14	**Staple Wire, #10**	boxes	7	11.00		77.00
15	**Stapler, HD-# 10**	pieces	4	100.00		400.00
	TOTAL					**11,385.00**

Purpose: project use/ office use

Checked by:	Funds Available:
NELLO D. GORNE	**MYRNA S. PANCITO**
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	**JOSEROSE B. CAPRICHO**	**SUZETTE B. LINA**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU