



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

PURCHASE REQUEST

PPMP No. : 147-5-1248-2024-7-0-0

Dept./Office: **ICTMC**

PR No.: **GF-2023-08-01964**

Date: **08-23-2023**

Section/End-User: **Marco L. Cabras**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ICTMC-PPMP.2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, 9 volts	pcs	5	210.00		1,050.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	8	125.00		1,000.00
4	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
5	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3	115.00		345.00
6	Masking Tape, 1"	rolls	10	60.00		600.00
7	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
8	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00		180.00
9	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
TOTAL						6,205.00

Purpose: Office use

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES ¹⁰ - 2024 HEAD, BUDGET OFFICE	
Signature:	Requested by: MARCO L. CABRAS	Noted by: SEAN O. VILLAGONZALO	Approved by: EDGARDO E. TULIN
Printed Name:	MARCO L. CABRAS	SEAN O. VILLAGONZALO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU