



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

PURCHASE REQUEST

PPMP No. : 14-5-697-2023-8-0-5

Dept./Office: DOH

PR No.: GF-2023-09-02366

Date: 09-14-2023

Section/End-User: Catherine C. Arradaza

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: VSU-IP-2023-4 (2023)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	5	600.00	CATHERINE C. ARRADAZA	3,000.00
2	Ballpen 50 Pieces, Blue	box of 50's	1	500.00	CATHERINE C. ARRADAZA	500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
3	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3	115.00	CATHERINE C. ARRADAZA	345.00
4	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	3	115.00	CATHERINE C. ARRADAZA	345.00
5	Ink, Refill, for Permanent Marker, Red, 30mL	btls	3	115.00	CATHERINE C. ARRADAZA	345.00
6	Multi-purpose Plastic Utility Tray	pcs	10	50.00	CATHERINE C. ARRADAZA	500.00
Specification: 						
7	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00	CATHERINE C. ARRADAZA	1,445.00
Specification: bright white, high premium quality						
8	Pen, Permanent Marker, red, broad tip	pieces	10	60.00	CATHERINE C. ARRADAZA	600.00
9	Permanent Marker, Black, Broad tip, 12pcs	boxes	2	700.00	CATHERINE C. ARRADAZA	1,400.00
10	Permanent Marker, Blue, Broad tip, 12pcs	boxes	2	700.00	CATHERINE C. ARRADAZA	1,400.00
11	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00	CATHERINE C. ARRADAZA	1,020.00

TOTAL

10,900.00

Purpose: For Office Supplies

Checked by:

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Requested by:

CATHERINE C. ARRADAZA

END USER

Noted by:

CATHERINE C. ARRADAZA

UNIT HEAD / PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU