



GF-2020-10-00428

PPMP #: 27-5-484-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **VIHS**PR #: **GF-2020-10-00428**Date: **10-23-2020**Section/End-User: **Shalom Grace C. Sugano**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **JHS-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cartolina, Vellum, White, at least 180gsm	pcs	30	35.00	SHALOM GRACE C. SUGANO	1,050.00
2	Class Record (School Register), Long, DepEd (K-12)	pcs	100	60.00	SHALOM GRACE C. SUGANO	6,000.00
3	Ink, Refill, for Whiteboard Marker, Black, 30mL	btl's	10	165.00	SHALOM GRACE C. SUGANO	1,650.00
4	Pen, Ball, black	pieces	40	10.00	SHALOM GRACE C. SUGANO	400.00
5	Pen, Ball, blue	pieces	100	10.00	SHALOM GRACE C. SUGANO	1,000.00
6	Pen, Ball, red	pieces	50	10.00	SHALOM GRACE C. SUGANO	500.00
7	Pen, Whiteboard Marker, black	pieces	50	50.00	SHALOM GRACE C. SUGANO	2,500.00
8	Pen, Whiteboard Marker, blue,	pieces	50	50.00	SHALOM GRACE C. SUGANO	2,500.00
9	Pencil, Lead, #2, w/ eraser	pieces	50	10.00	SHALOM GRACE C. SUGANO	500.00
10	Record Book, Big, 300 pages	pcs	5	80.00	SHALOM GRACE C. SUGANO	400.00
11	Record Book, Big, 500 pages	pcs	5	115.00	SHALOM GRACE C. SUGANO	575.00
12	Scissors, 8" heavy duty, good quality	pieces	5	75.00	SHALOM GRACE C. SUGANO	375.00
13	Stapler, HD No.35	pc	20	350.00	SHALOM GRACE C. SUGANO	7,000.00
14	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00	SHALOM GRACE C. SUGANO	115.00
15	Tape, Masking, 3/4" x 25 yards	rolls	20	36.00	SHALOM GRACE C. SUGANO	720.00
TOTAL						25,285.00

Purpose: For office use

Checked by:		Funds Available:	
DOREEN B. ALBA		MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	SHALOM GRACE C. SUGANO	SHALOM GRACE C. SUGANO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU