SCAN HERE
PR-2023-0112-86693

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

PURCHASE REQUEST

PPMP No. : **199-1-1914-2023-10-0-0**

PR No.: **STF-2023-01-00044**

Date: **01-12-2023**

Dept./Office: **VEFI**

Category: **Office Supplies and General Merchandise Products**

Section/End-User: **Cynthia Y. Manzano**

Funding Source: **Special Trust Fund**

Project Title/Code: **VFES/Elementary**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL**	gallon	2	220.00		440.00
2	**Cartolina, Vellum, White, at least 180gsm**	pcs	15	35.00		525.00
3	**Class Record (School Register), Long, DepEd (K-12)**	pcs	15	60.00		900.00
4	**envelope for elementary report cards**	pcs	150	1.50		225.00
5	**Folder, File, Long, 14pts, White**	piece	50	10.00		500.00
6	**Paper, Bond, A4, S-20, 70 gsm**	reams	35	253.00		8,855.00
	Specification: bright white, high premium quality					
7	**Paper, Bond, Long, S-20, 70 gsm**	reams	20	286.00		5,720.00
	Specification: bright white, high premium quality					
8	**Paper, Bond, Short, S-20, 70 gsm**	reams	10	245.00		2,450.00
	Specification: bright white, high premium quality					
9	**Paper, Laid 8 x 11 90gsm Diamond White**	boxes	1	850.00		850.00
10	**Paper, Laid 8 x 13 90gsm Ivory**	boxes	1	1,415.00		1,415.00
11	**Pen, Ball, black**	pieces	10	10.00		100.00
12	**Pen, Ball, blue**	pieces	10	10.00		100.00
13	**Pen, Ball, red**	pieces	10	10.00		100.00
14	**Soap, Detergent, Powder, 1 kilo/pack, any scent**	kl	2	105.00		210.00
	TOTAL					**22,390.00**

Purpose: For procurement of office supplies

Checked by:	Funds Available:
ALICIA M. FLORES	ALICIA M. FLORES
TWG - Office Supplies and General Merchandise Products	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	CYNTHIA Y. MANZANO	MA. RACHEL KIM L. AURE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU