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PR-2023-0814-137991



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

PURCHASE REQUEST

PPMP No. : 72-4-785-2024-7-0-1

PR No.: TF-2023-08-01673

Date: 08-14-2023

Dept./Office: AccO

Category: Office Supplies

Duration: 2024-01-01

Section/End-User: Valerie Y. Vergis

Project Title/Code: TES -

to

2024-12-31

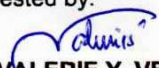
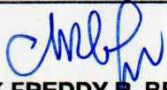
Funding Source: Trust Fund

Administrative Cost

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	50.00		250.00
2	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
3	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
4	Envelope, Document, Brown, 150 lbs, Short	pc	10	5.00		50.00
5	Envelope, Expanding, with garter tie, green, long	pc	30	15.00		450.00
6	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
8	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
9	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
10	Puncher, Heavy Duty	pieces	2	450.00		900.00
11	Record Book, Big, 500 pages	pcs	3	115.00		345.00
12	Staple Wire, #35	boxes	5	35.00		175.00
13	Tape, Transparent, 24mm x 50m	rolls	3	120.00		360.00
TOTAL						11,610.00

Purpose: for office use

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies	Funds Available: NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE
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Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	VALERIE Y. VERGIS	NICK FREDDY R. BELLO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

