



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

PURCHASE REQUEST

PPMP No. : 223-5-89-2024-7-0-1

PR No.: GF-2023-08-01970

Date: 08-18-2023

Dept./Office: PPO

Category: Office Supplies

Section/End-User: Mario C. Bantugan

Project Title/Code: Building and Housing Maintenance

Funding Source: General Fund - MOOE

Unit (Office Supplies 2024)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Ordinary, A4	pcs	200	7.00		1,400.00
Specification: Folder, Ordinary, A4						
2	Liquid Hand Soap, 500 ml.	btls	20	100.00		2,000.00
Specification: Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender						
3	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
4	Scrub Sponge, Heavy Duty	pcs	5	80.00		400.00
Specification: ?Size: at least 100mm x 75mm x 30mm						
5	Soap, Dishwashing, Liquid, 250mL	btls	20	150.00		3,000.00
6	Sponge (plato)	pcs	5	10.00		50.00
7	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
TOTAL						13,650.00

Purpose: BHM (Office Supplies 2024)

Checked by: CHALOID GRACE C. SUGANO JED ASAPH D. CORTES TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: MARIO C. BANTUGAN Designation: END USER	Requested by: MARIO C. BANTUGAN END USER	Noted by: MARIO LILIO P. VALENZONA UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU