PPMP #: *34-5-1771-2021-4-0-1*

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

GF-2021-10-01337

PURCHASE REQUEST

Dept./Office: **CAFS**

Section/End-User: **Sheila Mae A. Galvez**

Funding Source: **General Fund - MOOE**

PR #: **GF-2021-10-01337**

Date: **10-15-2021**

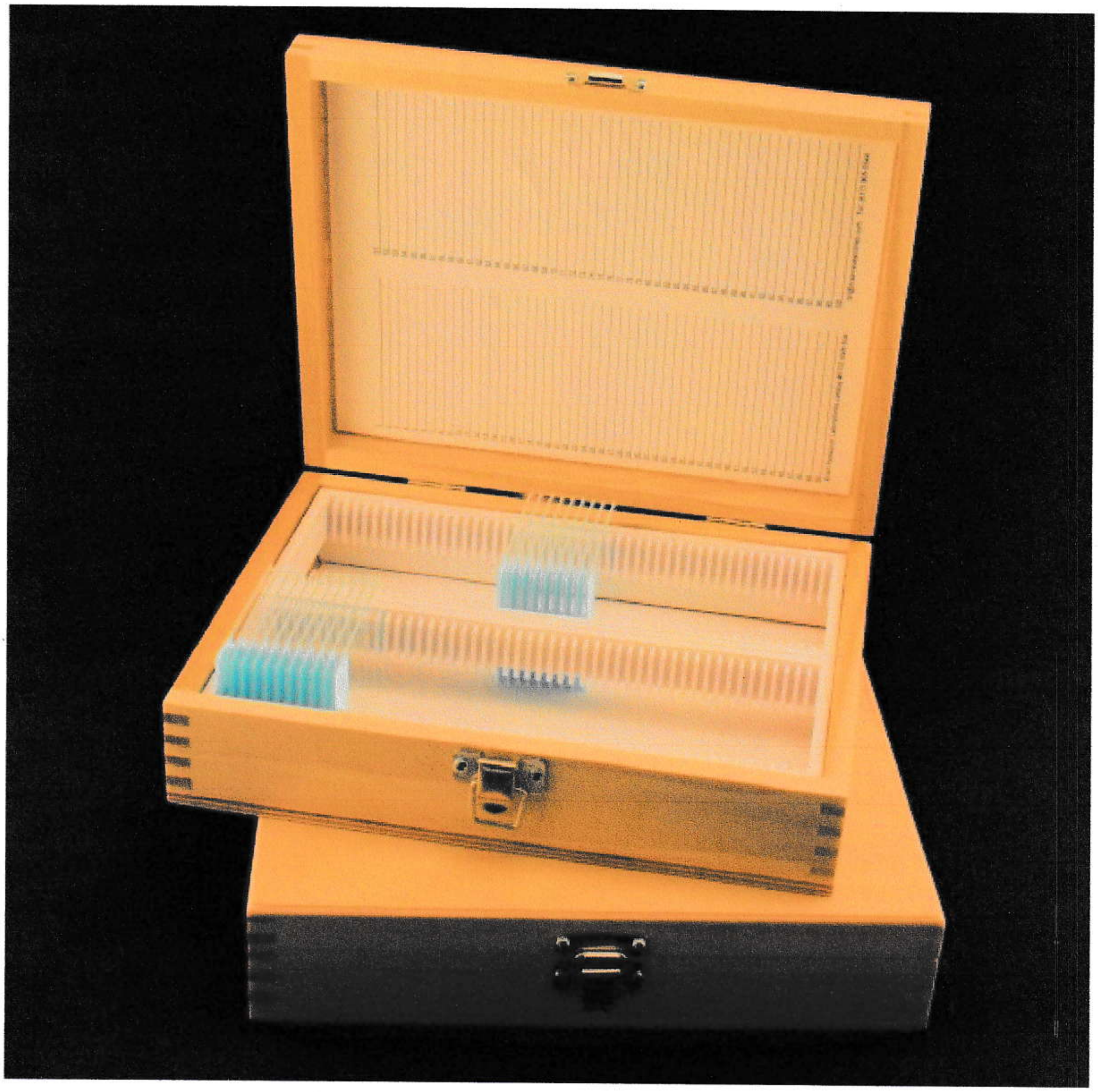
Category: **Office Supplies**

Project Title/Code: **VSU-IP-2021-2**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	4	30.00		120.00
2	Correction Tape, 10 meters	pcs	12	32.00		384.00
3	Cotton, 400g	packs	1	165.00		165.00
4	Folder, Pressboard, US, Green, Long	pcs	30	30.00		900.00
5	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3	115.00		345.00
6	Net bags, fish net, 13" x 13"	pc	500	19.00		9,500.00
7	Paper Bag, Plain Brown, Large #10	pack	5	150.00		750.00
	Specification: 					
8	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
9	Paper, Bond, Long, S-20, 70 gsm	reams	30	286.00		8,580.00
10	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00		2,450.00
11	Paper, Manila	pcs	50	6.00		300.00
12	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
13	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
14	Pen, Sign, .5mm, Gel-type, Blue	piece	15	35.00		525.00
15	Pencil, Lead, #2, w/ eraser	pieces	25	10.00		250.00
16	Rubberband, #18, 350 gms/box	boxes	3	270.00		810.00

17	**Slide Box (50 divisions)**	box	4	300.00		1,200.00

Specification:



18	**Tissue, Bathroom, 2 Ply, 12rolls/pack**	pack	30	204.00		6,120.00
19	**Wood Blocks, small (1.25") size**	pc	70	25.00		1,750.00

Specification:

Wood blocks - 1.25" size

	TOTAL						**42,939.00**

Purpose: Office supplies

Checked by:	Funds Available:
ALICIA M. FLORES	**ALICIA M. FLORES**
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	**SHEILA MAE A. GALVEZ**	**VICTOR B. ASIO**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU