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PR-2023-0911-144349



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

PURCHASE REQUEST

PPMP No. : 154-1-59-2024-7-0-0

Dept./Office: **ODIE**PR No.: **STF-2023-09-02280**Date: **09-11-2023**Section/End-User: **Rafael B. Vergara Jr.**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **Graduation 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Glue Gun, Big (approx. 7x18x 28cm)	pcs	6	355.00		2,130.00
2	Glue Stick, Big, for Glue Gun	pieces	54	10.00		540.00
3	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	10	450.00		4,500.00
4	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	10	300.00		3,000.00
5	Safety pins	boxes	7	200.00		1,400.00

Specification:

Safety pins #0

6	Scotch Tape	pcs	15	30.00		450.00
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Specification:

Scotch tape 50m 1/2"

7	Tape Dispenser, 1" tape, big core, any color	pcs	5	115.00		575.00
8	Tassel	rolls	12	200.00		2,400.00

Specification:

Lace tassel 2", 36 yards, green & gold

TOTAL						14,995.00
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Purpose: Needed for the this coming VSU Commencement Exercises 2024.

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: RAFAEL B. VERGARA JR.	Noted by: MA. RACHEL KIM L. AURE	Approved by: EDGARDO E. TULIN
Printed Name:	RAFAEL B. VERGARA JR.	MA. RACHEL KIM L. AURE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU