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PR-2023-1024-153060

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

PURCHASE REQUEST

PPMP No. : 228-1-1038-2024-8-0-4

Dept./Office: **UR**

PR No.: **STF-2023-10-02615**

Date: **10-24-2023**

Section/End-User: **Homer Lois P. Napoles**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **STF - Registrar's Services**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g	pair	10	162.00		1,620.00
2	Cartolina, US, Gold, at least 180 gsm	pcs	100	15.00		1,500.00
3	Folder, Pressboard, US, Green, Long, Doublefold	pcs	100	35.00		3,500.00
4	Garbage Bag, Black, Medium, 11x11x24, 25pcs/roll	rolls	15	50.00		750.00
5	Garbage Bag, Black, Small, 9x9x20, 25pcs/roll	rolls	15	25.00		375.00
6	ID holder	pcs	6000	45.00		270,000.00

Specification:

necklace type, green color printed with "VISAYAS STATE UNIVERSITY" in yellow color, 1" wide and 16" long

7	Paper, Bond, A4, S-24, 80 gsm	reams	175	289.00		50,575.00
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Specification:

bright white, high premium quality

8	Paper, Bond, Long, S-24, 80 gsm	reams	75	328.00		24,600.00
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Specification:

bright white, high premium quality

9	Paper, Bond, Short, S-24, 80 gsm	reams	50	277.00		13,850.00
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Specification:

bright white, high premium quality

TOTAL						366,770.00
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Purpose: For office use

Checked by:

Shalom Grace C. Sugano

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

Alicia M. Flores

ALICIA M. FLORES

HEAD, BUDGET OFFICE

OP

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	HOMER LOIS P. NAPOLES	MIRIAM M. DE LA TORRE	DANIEL LESLIE S. TAN
Designation:	END USER	MARVEN A. CASTAÑEDA	EDGARDO E. TULIN
		UNIT HEAD, PROJECT LEADER	VP PRESIDENT, VSU

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