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PR-2023-0807-136087



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

PURCHASE REQUEST

PPMP No. : 198-5-2049-2023-6-0-3

Dept./Office: DTHM

PR No.: GF-2023-08-01409

Date: 08-07-2023

Section/End-User: Noessa C. David

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DTHM-Advanced Education 2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	4 Layer File Tray (Office Organizer)	unit	1	300.00		300.00

Specification:

- ?Folder Storage Box
- ?Date Document Storage Shelf
- ?Product Color: Black
- ?Product Description:
- ?All Metal material
- ?Firm
- ?Durable
- ?Easy to assemble
- ?Not easy to shake
- ?Hollow out design
- ?Ventilated and Dry
- ?Not easy to accumulate dust

2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00		28.00
4	Data Filer, Big size, Legal	pieces	5	500.00		2,500.00
5	Keyboard Cleaning Brush	pc	1	80.00		80.00

Specification:

- Color: any color
- Length: Approx. 193mm/ 7.6"
- Weight: 20g
- Material: Plastic

6	Pen, Sign, .5mm, Gel-type, Blue	piece	4	35.00		140.00
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TOTAL				3,648.00	
Purpose: For office use					
Checked by: <i>ok JAC</i> JED ASAPH D. CORTES <i>8/15/20</i> TWG - Office Supplies			Funds Available: <i>only 3</i> ALICIA M. FLORES <i>for</i> HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:	Approved by:		
Printed Name:	NOESSA C. DAVID	HANNAH MAE E. QUIMBO	EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		