



PPMP #: 23-5-1233-2021-8-0-11



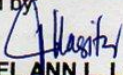
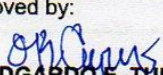
Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **NCRC**PR #: **GF-2020-10-00561/1421**Date: **10-16-2020**Section/End-User: **Jerrel Ann L. Lagitao**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NCRC.15.1115-917**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	4	30.00		120.00
2	Disinfectant Spray, 170g	can	2	280.00		560.00
3	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
4	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	1	165.00		165.00
5	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	1	165.00		165.00
6	Pen, Permanent Marker, black, broad tip	pieces	6	60.00		360.00
7	Pen, Permanent Marker, black, fine tip	pieces	6	60.00		360.00
8	Pen, Permanent Marker, blue, broad tip	pieces	6	60.00		360.00
9	Pen, Permanent Marker, blue, fine tip	pieces	6	60.00		360.00
10	Pen, Ball, black	pieces	20	10.00		200.00
11	Pen, Ball, blue	pieces	20	10.00		200.00
12	Pen, Ball, red	pieces	10	10.00		100.00
13	Pen, Highlighter, orange	pieces	2	46.00		92.00
14	Pen, Highlighter, yellow	pieces	2	45.00		90.00
15	Pen, Sign, .5mm, Gel-type, Black	piece	5	35.00		175.00
16	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
17	Pen, Sign, .5mm, Gel-type, Red	piece	5	35.00		175.00
18	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
19	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
20	Sticky Note, 2 x 3, Yellow	pads	2	79.00		158.00
21	Sticky Note, 3 x 3, Yellow	pads	2	84.00		168.00
22	Tape, Packaging, 2" x 100 yards, Tan	rolls	12	55.00		660.00
	TOTAL					6,003.00

Purpose: Office use

Checked by:		Funds Available:	
 DOREEN B. ALBA		 MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 	
Signature:	Requested by:	Noted by:	Approved by:
	 JERREL ANN L. LAGITAO	 JOVANNEMAR P. ANIRE	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU