



PR-2024-0111-168640



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

## PURCHASE REQUEST

PPMP No. : 15-1-8-2024-10-0-1

PR No.: STF-2024-01-00038

Date: 01-11-2024

Dept./Office: DOPAC

Category: Office Supplies

Section/End-User: Jane M. Abapo

Project Title/Code: FF 24 - LABORATORY FEES -  
DOPAC

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
2	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	5	1,400.00		7,000.00
3	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	150.00		750.00
4	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
TOTAL						9,825.00

Purpose: Laboratory use

Checked by:

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JANE M. ABAPO	ELIZABETH S. QUEVEDO	DANIEL LESLIE S. TAN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	OIC-PRESIDENT, VSU