



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

## PURCHASE REQUEST

PPMP No. : 191-1-2643-2022-11-0-1

PR No.: STF-2023-02-00230

Date: 02-20-2023

Dept./Office: OHP

Category: Office Supplies

Section/End-User: Christopher Ivan P. Flores

Project Title/Code: Project of the Risk Manager (Office Equipment)

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	1	500.00		500.00
2	Gel Ink Sign Pen 0.5, blue	pcs	25	25.00		625.00
3	Paper towel, interfolded, 2 ply, approx. 150 pulls per pack	packs	11	80.00		880.00
4	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
5	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
<b>TOTAL</b>						<b>3,175.00</b>

Purpose: For office use

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

CHRISTOPHER IVAN P. FLORES

Designation:

END USER

Noted by:

TONI MARC L. DARGANTES

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU