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PR-2024-1009-229457



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092524-0544

PR No.: IGP-2024-10-02760

Date: 10-09-2024

Dept./Office: ODCCE

Category: Office Supplies

Section/End-User: Mark Vincent G. Bonje

Project Title/Code: CCE IGP 2025 PPMP

Funding Source: Income Generating Project

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Paper One bond paper	ream	5	1,500.00		7,500.00
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	200.00		400.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	1	80.00		80.00
4	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	1	300.00		300.00
5	Deodorizer (Paradichlorobenzene) Lemon, Refill 100g	pcs	1	50.00		50.00
6	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	1	65.00		65.00
7	Trash bins (with color coded cover) 55L (blue)	piece	1	1,400.00		1,400.00
TOTAL						9,795.00

Purpose: Office use

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies 10/9/24

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

MARK VINCENT G. BONJE

Noted by:

CHRISTY M. DESADES

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU