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PR-2023-0426-113539



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

PURCHASE REQUEST

PPMP No. : 41-5-1493-2023-3-0-7

Dept./Office: NSTP/CWTS

PR No.: STF-2023-04-00767

Date: 04-26-2023

Section/End-User: Marlon V. Dampios

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: for ROTC Admin/Logistical Support

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
2	Folder, Pressboard, US, Green, Long	pcs	20	30.00		600.00
3	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	40	38.00		1,520.00
4	Puncher, 2 holes, heavy duty	pieces	1	315.00		315.00
5	Scissors, 6" heavy duty, good quality	piece	1	68.00		68.00
6	Scotch Tape	pcs	3	30.00		90.00
Specification:						
Scotch tape 50m 1/2"						
7	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
8	Tape, Masking, 2" x 25 yards	rolls	2	95.00		190.00
TOTAL						3,148.00

Purpose: ROTC SUPPLIES

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARLON V. DAMPIOS	JOY A. BELLEN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU