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PR-2023-0324-107098



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

PURCHASE REQUEST

PPMP No. : 86-5-2830-2023-2-0-1

Dept./Office: AdO

PR No.: GF-2023-03-00504

Date: 03-24-2023

Section/End-User: Rubelyn P. Fernandez

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: 2023-OHA

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Masking Tape, 1"	rolls	4	60.00	RUBELYN P. FERNANDEZ	240.00
2	Paper Cutter, wood, A4 size	piece	1	625.00	RUBELYN P. FERNANDEZ	625.00
3	Pen, Whiteboard Marker, blue,	pieces	10	50.00	RUBELYN P. FERNANDEZ	500.00
4	Puncher, 2 holes, heavy duty	pieces	1	315.00	RUBELYN P. FERNANDEZ	315.00
5	Scissors, 6" heavy duty, good quality	piece	1	68.00	RUBELYN P. FERNANDEZ	68.00
6	Scotch Tape	pcs	4	30.00		120.00
Specification: Scotch tape 50m 1/2"						
7	Stapler, HD No.35	pc	1	350.00	RUBELYN P. FERNANDEZ	350.00
8	Tape, Double Sided, 1" x 10m	rolls	4	35.00	RUBELYN P. FERNANDEZ	140.00
TOTAL						2,358.00
Purpose: For office use.						
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:	RUBELYN P. FERNANDEZ		RAYMUND M. IGCASAMA		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	