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PR-2023-0413-110778



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

PURCHASE REQUEST

PPMP No. : 56-5-1599-2023-7-0-0

Dept./Office: DTE

PR No.: GF-2023-04-00634

Date: 04-13-2023

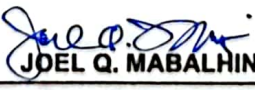
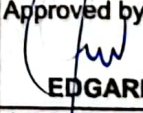
Section/End-User: Maria Precilla P. Balo

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DTE-2023

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	8	115.00		920.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
3	Cartolina, US, White, at least 160gsm	pcs	20	14.00		280.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	2	20.00		40.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	1	70.00		70.00
6	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	2	20.00		40.00
7	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
10	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
11	Envelope, Expanding, with garter tie, brown, long	pc	20	15.00		300.00
12	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00
13	Fastener, Paper, non-rust metal, 50 sets/box	boxes	2	50.00		100.00
14	Folder, File, Long, 14pts, White	piece	150	10.00		1,500.00
15	Glue Gun, Big (approx. 7x18x 28cm)	pcs	1	355.00		355.00
16	Glue Gun, Small (approx. 4x12x 18cm)	pcs	1	185.00		185.00
17	Glue Stick, Big, for Glue Gun	pieces	10	10.00		100.00
18	Glue Stick, Small, for Glue Gun	pcs	10	7.00		70.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
19	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
20	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
21	Paper, Construction, Assorted Colors, 20 shts/pack	packs	3	46.00		138.00
Specification:						
22	Paper, Manila	pcs	50	6.00		300.00
23	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
24	Pen, Ball, blue	pieces	20	10.00		200.00
25	Pen, Highlighter, orange	pieces	2	46.00		92.00
26	Pen, Highlighter, yellow	pieces	2	45.00		90.00
27	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
28	Sign Here Sticky Notes	pack	2	59.00		118.00
29	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
30	Sticky Note, 3x5 Colored	pads	5	50.00		250.00
31	Tape, Double Sided, 1" x 10m	rolls	2	35.00		70.00
32	Tape, Double Sided, 2" x 10m	rolls	3	70.00		210.00
33	Tape, Masking, 1" x 25 yards	rolls	2	48.00		96.00
34	Tape, Masking, 1/2" x 25 yards	rolls	1	25.00		25.00
35	Tape, Masking, 2" x 25 yards	rolls	2	95.00		190.00
TOTAL						14,489.00
Purpose: For Office Use						
Checked by:  JED ASAPH D. CORTES TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by:  MARIA PRECILLA P. BALO END USER		Noted by:  JOEL Q. MABALHIN UNIT HEAD, PROJECT LEADER		Approved by:  EDGARDO E. TULIN PRESIDENT, VSU	