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PR-2022-0901-59158



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

PURCHASE REQUEST

Dept./Office: **NARC**PR No.: **GF-2022-09-01264**Date: **09-01-2022**Section/End-User: **Jedess Miladel N. Salomon**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EXT13-TP.AB.007**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
2	Envelope, Expanding, with garter tie, violet, long	pc	20	15.00		300.00
3	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
4	Multi-Purpose Glue, 130 g	btl	5	60.00		300.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
6	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
7	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
8	Pen, Ball, black	pieces	200	10.00		2,000.00
9	Pen, Ball, blue	pieces	50	10.00		500.00
10	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
11	Sticky Note, 2 x 3, Yellow	pads	3	79.00		237.00
12	Tape, Foam, Double Sided, 1" x 5m	rolls	10	100.00		1,000.00
13	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
14	Thumb Tacks, Small Box	boxes	10	12.00		120.00
TOTAL						14,827.00

Purpose: office and Training use

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES *Ext. 13*HEAD, BUDGET OFFICE *204*

Signature:

Printed Name:

Designation:

Requested by:

JEDESS MILADEL N. SALOMON

END USER

Noted by:

JEDESS MILADEL N. SALOMON

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU