



08/24/23



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

To Library

PURCHASE REQUEST

PPMP No. : 190-1-797-2024-7-0-2

PR No.: STF-2023-08-01746

Date: 08-17-2023

Dept./Office: OCL

Category: Office Supplies

Section/End-User: Geraldine T. Baro

Project Title/Code: ULC-STF Library Bindery Trust Fund 2024

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Book Cloth (Red)	meters	15	500.00		7,500.00
2	Book Cloth, (Brown)	meters	15	500.00		7,500.00
3	Book Cloth, (Dark Blue)	meters	15	500.00		7,500.00
4	Book Cloth, (Yellow)	meters	15	500.00		7,500.00
5	Book Cloth, Light Gray	meters	15	500.00		7,500.00
6	Cartolina, Vellum, US White	pcs	3000	40.00		120,000.00
7	Glue, White Apollo	gallon	20	600.00		12,000.00
8	Paste Board/Chip Board #25	sheets	3000	70.00		210,000.00
9	Special Haspi, Brown	meters	25	200.00		5,000.00
10	Special Haspi, Dark Blue	meters	25	200.00		5,000.00
11	Special Haspi, Light Blue	meters	25	200.00		5,000.00
12	Special Haspi, Maroon	meters	25	200.00		5,000.00
13	Special Haspi, Yellow	meters	25	200.00		5,000.00
TOTAL						404,500.00

Purpose: For the Bindery Supplies

Checked by:

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

GERALDINE T. BARO

END USER

Noted by:

VICENTE A. GILOS

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU

8/24/23