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PR-2023-0817-138979



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

## PURCHASE REQUEST

PPMP No. : 51-5-944-2024-7-0-0

Dept./Office: ATRO

PR No.: GF-2023-08-01838

Date: 08-17-2023

Section/End-User: Kimberly V. Caingcoy

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: OVPREI-ATR.OC

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00	KIMBERLY V. CAINGCOY	5,780.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00	KIMBERLY V. CAINGCOY	6,560.00
Specification: bright white, high premium quality						
3	Sign Here Sticky Notes	pack	10	59.00	KIMBERLY V. CAINGCOY	590.00
4	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00	KIMBERLY V. CAINGCOY	800.00
5	Sticky Note, 3x5 Colored	pads	10	50.00	KIMBERLY V. CAINGCOY	500.00
TOTAL						14,230.00

Purpose: Office Supplies

Checked by:

SHALOM GRACE C. SUGANO

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:

Printed Name:

KIMBERLY V. CAINGCOY

Noted by:

VICTOR B. ASIO

Approved by:

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU