

SCAN HERE



PR-2025-0408-265801



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

PURCHASE REQUEST

PPMP No. : 90-1-2239-2025-1-0-1

PR No.: STF-2025-04-00485

Date: 04-08-2025

Dept./Office: OHIGP

Category: Office Supplies

Duration: 2025-01-01

Section/End-User: Josefina L. Soria

Project Title/Code: VSU Garden
Beach Resortto
2025-12-31

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	2	1,250.00	ALEXANDER L. CABRAL JR.	2,500.00

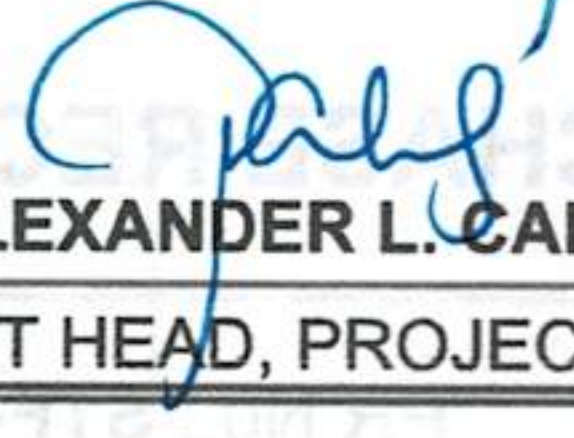
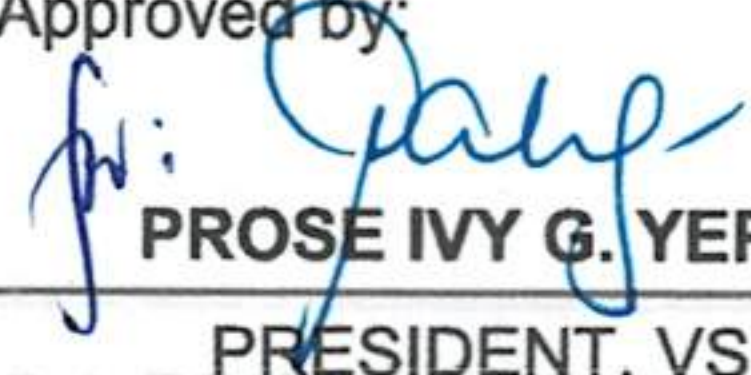
Specification:

Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

2	Floor Mop with wooden handle, heavy duty	pcs	2	240.00	ALEXANDER L. CABRAL JR.	480.00
3	Folder, File, Long, 14pts, White	piece	25	10.00	ALEXANDER L. CABRAL JR.	250.00
4	Masking Tape, Brown, 2"	rolls	5	70.00	ALEXANDER L. CABRAL JR.	350.00
5	Memo Notebooks, 80 leaves	pieces	10	40.00	ALEXANDER L. CABRAL JR.	400.00
6	Pen, Ball, blue	pieces	30	10.00	ALEXANDER L. CABRAL JR.	300.00
7	Record Book, 200 Pages	piece	5	90.00	ALEXANDER L. CABRAL JR.	450.00
8	Sign Here Sticky Notes	pack	10	59.00	ALEXANDER L. CABRAL JR.	590.00
9	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	50	60.00	ALEXANDER L. CABRAL JR.	3,000.00
10	Toilet Bowl Cleaner, at least 1 liter	btl	10	250.00	ALEXANDER L. CABRAL JR.	2,500.00
TOTAL						10,820.00

Purpose: For GBR office supplies

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies <i>4/1/18</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  JOSEFINA L. SORIA	Noted by:  ALEXANDER L. CABRAL JR.	Approved by:  PROSE IV G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

Item #	Item Description	Unit	Qty	Unit Cost	PARMIS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	2	1,250.00	ALEXANDER L. CABRAL JR.	2,500.00
Specifications:						
* 70 gsm * Weight per Box: 12kg * Product Dimension: A4, 8.5in x 11.5in * Color: White * Works with laserjet, inkjet, dot-matrix, and fax machines. * Paper rolls are tightly wound and precisely cut for high-quality printing. * Lint-free, bright white paper. * The acid-free paper also prevents fading and copiers soft, from yellowing over time to ensure long-lasting archival quality.						
2	Floor Mop with wooden handle, heavy duty	pcs	2	240.00	WENDY L. SORIA	480.00
3	Folder, File, Long, 14x11, White	pieces	25	7.10	ALEXANDER L. CABRAL JR.	177.50
4	Masking Tape, Brown, 2"	rolls	5	3.00	ALEXANDER L. CABRAL JR.	15.00
5	Memo Notebooks, 80 leaves	pieces	10	40.00	ALEXANDER L. CABRAL JR.	400.00
6	Pen, Ball, blue	pieces	30	10.00	ALEXANDER L. CABRAL JR.	300.00
7	Record Book, 200 Pages	pieces	5	80.00	ALEXANDER L. CABRAL JR.	400.00
8	Sign Here Sticky Notes	pack	10	50.00	ALEXANDER L. CABRAL JR.	500.00
9	Stick Broom (brooming) 8" from the top, approx 370 pcs	pieces	50	60.00	ALEXANDER L. CABRAL JR.	3,000.00
10	Toilet Bowl Cleaner, 4oz, 1 liter	lit	10	250.00	ALEXANDER L. CABRAL JR.	2,500.00
TOTAL						10,020.00

Purpose: For OBR office supplies