

SCAN HERE



PR-2024-1016-231020



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

PURCHASE REQUEST

PPMP No. : 4-5-1502-2025-1-0-0

Dept./Office: DBM

PR No.: STF-2024-10-03025

Date: 10-16-2024

Section/End-User: Sheillo G. Catorce

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: DBM Lab Share

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper Binding Cover Morocco Board (White, Yellow, Blue, Green)	sheets	9	358.00		3,222.00
Specification: ?230 gsm Book Cover ?100 sheets ?thickness- 230 gsm ?Filling type- Report Cover						
2	Paper, Bond, A4, S-20, 70 gsm	reams	95	253.00		24,035.00
Specification: bright white, high premium quality						
3	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00		5,720.00
Specification: bright white, high premium quality						
4	Paper, Mimeo, WW, Long, S-20	reams	10	228.00		2,280.00
5	PVC Plastic Cover, A4, 300micron	pack	2	850.00		1,700.00
6	Stapler, HD No.35	pc	4	400.00		1,600.00
TOTAL						38,557.00

Purpose: for office use

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by: SHEILLO G. CATORCE	Noted by: MARK C. RATILLA UNIT HEAD, PROJECT LEADER	Approved by: PROSEMY G. YEPES PRESIDENT, VSU