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PR-2023-0816-138759



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

PURCHASE REQUEST

PPMP No. : **45-5-3087-2024-7-0-0**Dept./Office: **DBt**PR No.: **GF-2023-08-01804**Date: **08-16-2023**Section/End-User: **Sherlyn O. Ramoneda**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBt-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	1	500.00	LOURD FRANZ M. GABUNADA	500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Fastener, Paper, non-rust metal, 50 sets/box	boxes	2	50.00	LOURD FRANZ M. GABUNADA	100.00
3	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	3	25.00	LOURD FRANZ M. GABUNADA	75.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	24	289.00	LOURD FRANZ M. GABUNADA	6,936.00
Specification: bright white, high premium quality						
5	Pen, Ball, red	pieces	10	10.00	LOURD FRANZ M. GABUNADA	100.00
6	Record Book, Big, 300 pages	pcs	2	110.00	LOURD FRANZ M. GABUNADA	220.00
7	Staple Wire, #35	boxes	5	35.00	LOURD FRANZ M. GABUNADA	175.00
8	Tissue, Bathroom, 2 Ply, 12rolls/pack color brown	pack	5	250.00	LOURD FRANZ M. GABUNADA	1,250.00
Specification: • 2 Ply, 12rolls/pack • Color brown						
9	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	5	40.00	LOURD FRANZ M. GABUNADA	200.00
10	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	5	25.00	LOURD FRANZ M. GABUNADA	125.00
TOTAL						9,681.00
Purpose: for office supplies						

Checked by:  JED ASAPH D. CORTES		Funds Available: ALICIA M. FLORES <i>pr 221. '24</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:  SHERLYN O. RAMONEDA	Noted by:  LOURD FRANZ M. GABUNADA	Approved by:  EDGARDO E. TULIN
Printed Name:	SHERLYN O. RAMONEDA	LOURD FRANZ M. GABUNADA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU