



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

2.E.8



PR-2025-0128-249790

SCAN HERE

PURCHASE REQUEST

PPMP No. : PMP-2025-010925-0830

Dept./Office: DPM

Section/End-User: Robelyn T. Piamonte

Category: Office Supplies

Funding Source: Trust Fund

Project Title/Code: 101T20201050-1.119

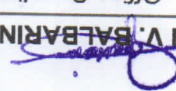
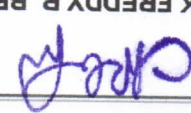
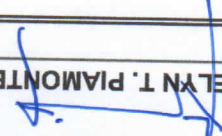
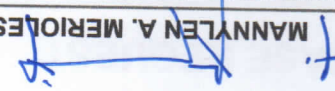
PR No.: TF-2025-01-00108

Date: 01-28-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	5	1,250.00		6,250.00
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	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00
Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						

3	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	3	300.00		900.00
4	Dishwashing Sponge	pcs	10	35.00		350.00
5	Rubberband, #18, 350 gms/box	boxes	3	270.00		810.00
6	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	180.00		900.00
7	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	250.00		1,000.00
TOTAL						10,710.00
Purpose: Lab and Office use						

Checked by: 		TWG - Office Supplies	
Funds Available: 		NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE	
Signature: Printed Name:	Prepared by: 	Noted by: 	Approved by: 
Robelyn T. Piamonte		Mannylen A. Merioles	
UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	