

SCAN HERE



PR-2023-1024-153090



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

PURCHASE REQUEST

PPMP No. : 228-1-1038-2024-7-0-3

Dept./Office: **UR**

PR No.: **STF-2023-10-02621**

Date: **10-24-2023**

Section/End-User: **Homer Lois P. Napoles**

Category: **Printing Services**

Funding Source: **Special Trust Fund**

Project Title/Code: **STF - Transcript of Records**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing of Envelope with Approved Letterhead of the University Registrar	pcs	500	100.00		50,000.00
Specification: • Open End Catalog • Brown Kraft • Vellum Finish • Center Seam • No Window • Self-Sealing • Flap Extended • 10"x15"						

2	Printing of Transcript of Record Form	reams	50	1,300.00		65,000.00
---	---------------------------------------	-------	----	----------	--	-----------

Specification:

Printing of Transcript of record form, 3 colors 8.5x13, book paper, 80 gsm "VISAYAS STATE UNIVERSITY" text background with telephone & fax nos., website & email address

TOTAL						
115,000.00						

Purpose: For office use

Checked by:

[Signature]
ROTACIO S. GRAVOSO

Funds Available:

[Signature]
ALICIA M. FLORES
HEAD, BUDGET OFFICE

Requested by:

[Signature]
HOMER LOIS P. NAPOLES

Noted by:

[Signature]
MIRIAM M. DELA TORRE
MARWEN ATANILAGA STANEDA

Approved by:

[Signature]
EDGARDO E. TULIN
PRESIDENT, VSU

Signature:

Printed Name:

Designation:

END USER

UNIT HEAD, PROJECT LEADER

HEAD, BUDGET OFFICE

[Signature]