





PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2021-10-01371**Date: **10-19-2021**Section/End-User: **Arnulfo T. Galenzoga**Category: **Printing Services**Funding Source: **Special Trust Fund**Project Title/Code: **STF-GRADUATION & DIPLOMA FEE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Medals, big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with r	pcs	30	245.00		7,350.00
Specification: big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with rectangular hole for ribbon and with durable ring						
2	Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, wit	pcs	120	170.00		20,400.00
Specification: Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, with rectangular hole for ribbon and with durable ring						
3	Printing of diploma cover for VSU external graduates without address	pcs	1500	110.00		165,000.00
Specification: Cloth bound, yellow color with VSU Seal with corner holder inside back cover Note: Please use Arlin cloth for the cover and follow attached sample and the kind of material. Present sample output first to end-user before printing.						
4	Printing of diploma cover for VSU main graduates with address	pcs	1500	100.00		150,000.00
Specification: Cloth bound, yellow color with printed "VISAYAS STATE UNIVERSITY, Baybay City, Leyte" with VSU Seal with corner holder inside back cover Note: Please use Arlin cloth for the cover and follow attached sample and the kind of material. Present sample output first to end-user before printing.						
5	Printing of Diploma form	pcs	4000	20.00		80,000.00
Specification: Heading only with borderline heading; VISAYAS STATE UNIVERSITY: color: Brilliant green, border color" brilliant gold, kind of						

paper" sheepskin, 150 lbs.					
6	Tarpaulin printing	sq. ft	100	20.00	2,000.00
Specification: <ul style="list-style-type: none"> • Full Color • Customized design • Design will be given by end user 					
TOTAL					424,750.00
Purpose: For office use					
Checked by:  JED ASAPH D. CORTES TWG - Printing Services			Funds Available:  ALICIA M. FLORES 12/1/4 HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:	
Printed Name:	ARNULFO T. GALENZOGA	MARWEN A. CASTAÑEDA		EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	