



04/14/23



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

PURCHASE REQUEST

PPMP No. : 131-1-1544-2023-3-0-8

Dept./Office: MMDC

PR No.: STF-2023-04-00658

Date: 04-14-2023

Section/End-User: Windy O. Tuyan

Category: Printing Services

Funding Source: Special Trust Fund

Project Title/Code: UIMC-2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Tarpaulin printing for VSU Anniversary 2023	lot	1	30,000.00		30,000.00

Specification:

- For VSU Anniversary events
- Total of 1,750 sq. m.
- Designs will be prepared by end user
- 1 inch allowance, with 6 eyelets (1 on each corner, 1 top and 1 bottom center)
- To be printed in various sizes on certain days
- Printer must be within a 15 km radius of VSU's main campus.
- Tarpaulin must be delivered within the day (for files sent at 3:00 PM or earlier)

	TOTAL					30,000.00
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Purpose: for VSU Anniversary.

Checked by:

JED ASAPH D. CORTES

TWG - Printing Services

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

WINDY O. TUYAN

END USER

Noted by:

JED ASAPH D. CORTES

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU

4/14/23