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PR-2024-0731-213412



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-073024-0320**Dept./Office: **ODR**PR No.: **IGP-2024-07-01464**Date: **07-31-2024**Section/End-User: **Jhann Mae S. Marquez**Category: **Awards & Tokens**Funding Source: **Income Generating Project**Project Title/Code: **IGPR.12(20401010-002)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folding VSU Umbrella for tokens	pcs	20	275.00		5,500.00
Specification: VSU Folding VSU Umbrella in Plain Polyester Folding Umbrella, Size: 7.5 X 18.5 X 4.5 cm with VSU-approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
2	VSU Planner Notebook for tokens	pcs	20	150.00		3,000.00
Specification: VSU Notebook, 30 leaves with A5 size with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
3	VSU Tote Bag 2023	pcs	20	200.00		4,000.00
Specification: VSU Tote Bag 13 inches wide and 15 inches in length in white Color, with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
TOTAL						12,500.00
Purpose: Trainings and Workshops						
Checked by: ULDERICO B. ALVIOLA TWG - Awards & Tokens				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	JHANN MAE S. MARQUEZ		IVY C. EMNACE		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	