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PR-2025-0423-268377



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-042325-1123**Dept./Office: **PPO**PR No.: **GF-2025-04-00537**Date: **04-23-2025**Section/End-User: **Mario C. Bantugan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **GENSO - Office Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bundy Clock Cartridge	unit	20	850.00		17,000.00

Specification:

- Replacement ribbon cartridge for EAGLE TIME NT-3200, 3300, 3600, 3800 / STARPOINT T-8, T-9
- Centimeters: 13.4 cm x 1.5 cm
- Inches: 5.3 inch x 0.59 inch
- Two color cassette: Black and Red

2	Time Card for COMIX Time Recorder machine	pack of 100's	20	300.00		6,000.00
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Specification:

- Dimension: 86.36 x 190.5mm (3.4 x 7.5 inches)
- Material: Paper, 100 pcs/pack
- Color: Red or Blue

	TOTAL					23,000.00
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Purpose: **GENSO - Office Supplies (For Bundy Clock)**

Checked by:

VIVIAN V. BALBARINO

Funds Available:

ALICIA M. FLORES 10-25

TWG - Office Supplies

4/24/25

HEAD, BUDGET OFFICE

Signature:

Prepared by:

Noted by:

Approved by:

Printed Name:

MARIO C. BANTUGAN**MARLON G. BURLAS****PROSE IVY G. YEPES**

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU