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PR-2024-0705-209044



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-050924-0103**PR No.: **IGP-2024-07-01327**Date: **07-05-2024**Dept./Office: **MMDC**Category: **IT Supplies and Equipment**Section/End-User: **Windy O. Tuyan**Funding Source: **Income Generating Project**Project Title/Code: **VPP-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Master Roll for RIZO CV 3230 Rizograph Machine (CV-B4)	roll	3	2,780.00		8,340.00
2	Stamping Machine Manual for book binding	unit	1	9,000.00		9,000.00
Specification: Specifications: • 8.5" x 13" • for stamping letters • foil stamping books • manual electrical used						
3	stripper Pad, part# 020-11711-106	pc	1	740.00		740.00
TOTAL						18,080.00

Purpose: For additional supplies for binding services.

Checked by:		Funds Available:	
 NORMAN O. VILLAS		 ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 WINDY O. TUYAN	 ULDERICO B. ALVIOLA	 PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU