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PR-2024-1004-227795



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-093024-0733**PR No.: **GF-2024-10-02096**Date: **10-04-2024**Dept./Office: **GS**Category: **Office Supplies**Section/End-User: **Maricar B. Posas**Project Title/Code: **Advanced Education Allocation**Funding Source: **General Fund - MOOE**Fund **GS-DEPO 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	1	65.00		65.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	23	289.00		6,647.00
Specification: bright white, high premium quality						
3	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
TOTAL						7,062.00

Purpose: office use

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: MARICAR B. POSAS	Noted by: MARILYN M. BELARMINO UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU