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PR-2024-0301-182334



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

PURCHASE REQUEST

PPMP No. : 229-5-3473-2024-1-0-1

Dept./Office: IEO

PR No.: GF-2024-03-00736

Date: 03-01-2024

Section/End-User: Kate Andrea D. Otero

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: VSU-FTP-2024-1(2)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Certificate Holder (A4)	pcs	25	65.00		1,625.00
2	Notebook(Dot,lines,Blank,Grid)4 design	pcs	25	110.00		2,750.00
Specification: ?size:133*194mm ?80 sheets						
3	Pen, Pentel Pen, Fine blue & black	pcs	10	50.00		500.00
4	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
TOTAL						5,925.00
Purpose: Green University Strategic Planning						
Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by: KATE ANDREA D. OTERO		Noted by: MA. RACHEL KIM L. AURE UNIT HEAD, PROJECT LEADER		Approved by: PROSSER N. G. YEPES DANIEL LESLIE S. TAN PRESIDENT, VSU	