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PR-2023-1013-151102



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

PURCHASE REQUEST

PPMP No. : 89-3-2857-2023-8-0-1

Dept./Office: OHURS

PR No.: IGP-2023-10-02518

Date: 10-13-2023

Section/End-User: Princess L. Fernandez

Category: Office Supplies

Funding Source: Income Generating Project

Project Title/Code: URS IGP 2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Folder, Morocco, Long, w/ plastic binder, Gold	pieces	500	18.00		9,000.00
TOTAL						10,000.00

Purpose: Office Use

Checked by:		Funds Available:	
 SHALOM GRACE C. SUGANO		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	PRINCESS L. FERNANDEZ	 CHRISTY M. DESADES	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU