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PR-2023-0823-140151



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

PURCHASE REQUEST

PPMP No. : 209-5-2832-2024-7-0-0

Dept./Office: LO

PR No.: GF-2023-08-01967

Date: 08-23-2023

Section/End-User: **Grecilda . Pabroquez**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **LEGAL OFFICE-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
3	Sign pen, Fine Tech, 0.3mm. blue	pieces	100	30.00		3,000.00
TOTAL						15,340.00

Purpose: Office use

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