



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

PURCHASE REQUEST

PPMP No. : 14-1-457-2024-0-0-0

Dept./Office: DOH

PR No.: STF-2024-01-00169

Date: 01-19-2024

Section/End-User: Rosario A. Salas

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: Flower and Garden Show 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	900.00		900.00
2	Laminating Film, A3, 100 shts/box, 250 microns	box of 50's	2	3,745.00		7,490.00
3	Masking Tape, 1"	rolls	2	60.00		120.00
4	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
5	Ribbon, Satin Cloth, Green, 2"	roll	2	300.00		600.00
6	Ribbon, Satin Cloth, Red, 2"	roll	2	300.00		600.00
7	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	2	300.00		600.00
TOTAL						11,560.00

Purpose: For Flower and Garden Show

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: ROSARIO A. SALAS	Noted by: ROSARIO A. SALAS	Approved by: DANIEL LESLIE S. TAN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	OIC-PRESIDENT, VSU
Designation:			