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PR-2025-0625-280556



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0638**PR No.: **GF-2025-06-00746**Date: **06-25-2025**Dept./Office: **ITEEM**Category: **Office Supplies**Duration: **2025-01-01**Section/End-User: **Shaira B. Manapsal**Project Title/Code: **EXTENSION 08 -
NR.CRM.015**to
2025-12-31Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	2	289.00	ELIZA D. ESPINOSA	578.00
Specification: bright white, high premium quality						
2	Tarpaulin Printing (11 ft x 4 ft)	piece	18	660.00	ELIZA D. ESPINOSA	11,880.00
TOTAL						12,458.00

Purpose: For project use.

Checked by: VIVIAN V. BALBARINO <i>per 7/15/25</i> TWG - Office Supplies		Funds Available: ALICIA M. FLORES <i>004-25</i> HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	SHAIRA B. MANAPSAL	ELIZA D. ESPINOSA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>#12/25</i>