



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2024-102524-0559**

PR No.: **STF-2024-11-03079**

Date: **11-04-2024**

Dept./Office: **RCCRDC**

Category: **Food & Food  
Ingredients**

Section/End-User: **Merlin R. Lebante**

Project Title/Code: **SFT-UP- 91 Forestry**

Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>3n1 Coffee</b>	packs	2	200.00		400.00
<b>Specification:</b>  For training workshop  2 packs (30 pcs of 3n1 coffee sachets in 1 pack)						
2	<b>Snacks PM</b>	packs	50	80.00		4,000.00
<b>Specification:</b>  <ul style="list-style-type: none"> <li>• one serving of snacks</li> <li>• one serving of drinks</li> </ul>						
<b>TOTAL</b>						<b>4,400.00</b>
Purpose: for Training use						
Checked by:   <b>ALEXANDER L. CABRAL</b> TWG - Food & Food Ingredients				Funds Available:   <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Prepared by:   <b>MERLIN R. LEBANTE</b>		Noted by:   <b>DENNIS P. PEQUE</b> UNIT HEAD, PROJECT LEADER		Approved by:   <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU	