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PR-2024-1008-228718



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0493**PR No.: **STF-2024-10-02437**Date: **10-08-2024**Dept./Office: **NSTPO**Category: **Food & Food
Ingredients**Section/End-User: **Marlon V. Dampios**Project Title/Code: **NSTP Office Supplies and Equipment**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Lunch (Buffet Style) Menu#1	person	5	200.00		1,000.00

Specification:

With free venue for dining (tables and chairs)

Buffet Style

Menu:

- Rice
- Chicken Adobo
- Chopsuey
- Steamed Fish
- Pasta
- Melon juice

2	Snacks AM	set	5	80.00		400.00
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Specification:

- one serving of snacks
- one serving of softdrinks

3	Snacks PM	packs	5	80.00		400.00
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Specification:

- one serving of snacks
- one serving of drinks

TOTAL						1,800.00
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Purpose: for NSTP Office Supplies and Trainings

Checked by:

ALEXANDER L. CABRAL

TWG - Food & Food Ingredients

Funds Available:

ALICIA M. FLORES
HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	MARLON V. DAMPIOS	DARIO P. LINA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU