

SCAN HERE



PR-2024-0405-189798



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

## PURCHASE REQUEST

PPMP No. : 213-5-155-2024-2-0-10

Dept./Office: FMO

PR No.: GF-2024-04-00996

Date: 04-05-2024

Section/End-User: Jocelyn T. Co

Category: Labor Services

Funding Source: General Fund - MOOE

Project Title/Code: Finance-2024

| Item #                                                                                                                                                                                                                                   | Item Description            | Unit                           | Qty | Unit Cost                                                                 | PAR/ICS          | Total Cost       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------|-----|---------------------------------------------------------------------------|------------------|------------------|
| 1                                                                                                                                                                                                                                        | Sofa Upholstery             | unit                           | 1   | 10,000.00                                                                 | LOUELLA C. AMPAC | 10,000.00        |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>• Upholstery for defective sofa</li> <li>• Man-made leather</li> <li>• Plain color maroon / dark gray</li> <li>• Sofa Dimension (cm): Length - 230 x Width - 270</li> </ul> |                             |                                |     |                                                                           |                  |                  |
| <b>TOTAL</b>                                                                                                                                                                                                                             |                             |                                |     |                                                                           |                  | <b>10,000.00</b> |
| Purpose: Upholstery of Office Chair                                                                                                                                                                                                      |                             |                                |     |                                                                           |                  |                  |
| Checked by:<br><br><b>PHLOEM D. GALUPO</b><br>TWG - Labor Services                                                                                                                                                                       |                             |                                |     | Funds Available:<br><br><b>ALICIA M. FLORES</b> IN<br>HEAD, BUDGET OFFICE |                  |                  |
| Signature:                                                                                                                                                                                                                               | Prepared by:                | Noted by:                      |     | Approved by:                                                              |                  |                  |
| Printed Name:                                                                                                                                                                                                                            | <b>JOCELYN T. CO</b> 4/5/24 | <b>LOUELLA C. AMPAC</b> 4/5/24 |     | <b>DANIEL LESLIE S. TAN</b> 4/5/24                                        |                  |                  |
| Designation:                                                                                                                                                                                                                             | Admin. Aide VI              | UNIT HEAD, PROJECT LEADER      |     | PRESIDENT, VSU                                                            |                  |                  |