



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

SCAN HERE



PR-2023-0405-109791

## PURCHASE REQUEST

PPMP No. **38-4-1513-2023-3-0-0**

Dept./Office: **CME**

Section/End-User: **Geecel F. Galvez**

Funding Source: **Trust Fund**

PR No. **TF-2023-04-00609**

Category: **Office Supplies**

Project Title/Code: **20201050-1.105.2**

Date: **04-05-2023**

Duration: **2023-01-01**  
to  
**2023-12-31**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Pen, Ball, black	pieces	10	10.00		100.00
2	Pen, Ball, blue	pieces	10	10.00		100.00
3	Ready-Made Curtain (RMC), Maroon Color	pc	3	450.00		1,350.00

**Specification:**

Dimension: 60"x84"

Color: Maroon (NOT Red)

Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through

Design: Plain, most importantly -- NO Flowers and Lace

4	Ready-Made Curtain (RMC), White Color	pc	3	450.00		1,350.00
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**Specification:**

Dimension: 60"x84"

Color: White

Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through

Design: Plain, most importantly -- NO Flowers and Lace

5	Sticky Note, 3 x 3, Yellow	pads	2	84.00		168.00
<b>TOTAL</b>						<b>3,068.00</b>

Purpose: project use

Checked by:

**JED ASAPH D. CORTES**

TWG - Office Supplies

Funds Available:

**NICK FREDDY R. BELLO**

HEAD, ACCOUNTING OFFICE

