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PR-2025-0313-260771



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

PURCHASE REQUEST

PPMP No. : 90-1-2239-2025-1-0-2

PR No.: STF-2025-03-00349

Date: 03-13-2025

Dept./Office: OHIGP

Category: Office Supplies

Duration: 2025-01-15

Section/End-User: Josefina L. Soria

Project Title/Code: VSU MARKET
2025to
2025-12-31

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Blue Ballpen 0.5mm/0.7mm	boxes	2	96.00		192.00
2	Envelope, Document, Brown, 150 lbs, Short	pc	50	5.00		250.00
3	Folder, File, Long, 14pts, White	piece	50	10.00	LEOPOLDO M. ESCALA	500.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00	LEOPOLDO M. ESCALA	5,780.00

Specification:

bright white, high premium quality

5	Record Book, Big, 300 pages	pcs	5	155.00	LEOPOLDO M. ESCALA	775.00
TOTAL						7,497.00

Purpose: For VSU Market and Fastfood Center Use

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: JOSEFINA L. SORIA	Noted by: CRISLIN B. CRUZ UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU
Printed Name:			
Designation:			