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PR-2024-0229-182007



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

PURCHASE REQUEST

PPMP No. : 201-1-1503-2024-1-0-4

Dept./Office: **DMath**PR No.: **STF-2024-02-00716**Date: **02-29-2024**Section/End-User: **Genalyn M. Apas**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DMath-2024RP1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Pressboard, US, Blue, Long	pieces	12	30.00		360.00
2	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	piece	4	140.00	JOY ANN A. CAÑETE	560.00
3	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	3	200.00	JOY ANN A. CAÑETE	600.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	6	253.00		1,518.00
Specification: bright white, high premium quality						
5	Paper, Bond, A4, S-24, 80 gsm	reams	4	289.00		1,156.00
Specification: bright white, high premium quality						
TOTAL						4,194.00
Purpose: For Research Project Materials						
Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	GENALYN M. APAS	JOY ANN A. CAÑETE		DANIEL LESLIE S. TAN		
Designation:	<i>Chair / dDRC</i>	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		