



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

## PURCHASE REQUEST

PPMP No. : 131-1-1544-2024-0-0-0

Dept./Office: **MMDC**

PR No.: **STF-2024-01-00271**

Date: **01-24-2024**

Section/End-User: **Windy O. Tuyan**

Category: **Awards & Tokens**

Funding Source: **Special Trust Fund**

Project Title/Code: **UIMC-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Award Plaque	pc	1	4,000.00		4,000.00

**Specification:**

- Custom-made glass plaque for commencement speaker.

**TOTAL**

**4,000.00**

Purpose: For VSU Graduation 2024

Checked by:

**ULDERICO B. ALVIOLA**

TWG - Awards & Tokens

Funds Available:

**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Requested by:

Signature:

Printed Name:

**WINDY O. TUYAN**

Designation:

END USER

Noted by:

**ULDERICO B. ALVIOLA**

UNIT HEAD, PROJECT LEADER

Approved by:

**DANIEL LESLIE S. TAN**

OIC-PRESIDENT, VSU