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PR-2024-0311-184968



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

PURCHASE REQUEST

PPMP No. : 66-1-903-2024-7-0-0

Dept./Office: SPMO

PR No.: STF-2024-03-00878

Date: 03-11-2024

Section/End-User: Raizel M. Piamonte

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: STF-2024 VSU Fuel Station

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
4	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	3	125.00		375.00
TOTAL						4,185.00

Purpose: FOR OFFICE USE

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies			Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by: RAIZEL M. PIAMONTE	Noted by: VIVIAN V. BALBARINO	Approved by: DANIEL LESLIE S. TAN	ok 4/9/24	
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		
Designation:					