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PR-2025-1204-312509



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-112825-1521

Dept./Office: ViCARP

PR No.: TF-2025-12-00009

Date: 12-05-2025

Section/End-User: Tifanny P. Baguio

Category: Printing Services

Funding Source: Trust Fund

Project Title/Code: VICARP 1.25.3-Extra Polo shirts

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	VICARP Polo Shirt	pcs	80 76	600.00		51,600.00 45,600.00

Specification:

- Full Sublimation Polo Shirt
- With ViCARP Logo
- End user will give the design for referece.

TOTAL

45,600.00

51,600.00

Purpose: Extra Polo Shirts that will be distributed during the RRDCC Meeting on Dec. 16, 2025.

Checked by:

Funds Available:

MARIANE U. DELA PEÑA

NICK FREDDY R. BELLO

TWG - Printing Services

HEAD, ACCOUNTING OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	TIFANNY P. BAGUIO	SANTIAGO T. PEÑA JR.	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU