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PR-2025-0218-254960



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-020625-0950**Dept./Office: **CN**PR No.: **IGP-2025-02-00184**Date: **02-18-2025**Section/End-User: **Guada Fe D. Amihan**Category: **Office Supplies**Funding Source: **Income Generating Project**Project Title/Code: **JRAcob BS Nursing Program**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	2	1,250.00		2,500.00
Specification: Specifications: <ul style="list-style-type: none"> • 70 gsm • Weight per Box: 12kg • Product Dimension: A4: 8.5in x 9in x 12.2in • Color: White • Works with laser/inkjet printers, copiers, and fax machines. • Paper rolls are tightly wound and precisely cut for high-quality output. • Lint-free, bright white paper. • The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality. 						
2	blue ballpens	pcs	2	25.00		50.00
TOTAL						2,550.00

Purpose: **JRAcob BS Nursing Program**

Checked by:		Funds Available:	
		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	GUADA FE D. AMIHAN	JOEL REY U. ACOB	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU