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PR-2024-0305-183596



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

PURCHASE REQUEST

PPMP No. : 146-5-335-2024-2-0-0

Dept./Office: **USHER**PR No.: **GF-2024-03-00801**Date: **03-05-2024**Section/End-User: **Clara P. Mercado**Category: **Awards & Tokens**Funding Source: **General Fund - MOOE**Project Title/Code: **GF=LDHRAO Training Funds -1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	VSU Key chain for Tokens	pcs	5	180.00		900.00
Specification: VSU key chain with the size of 6.1cmx3.6cm with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
2	VSU Mugs for Tokens	pcs	5	200.00		1,000.00
Specification: VSU Mug with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
3	VSU Pen for tokens	pcs	5	200.00		1,000.00
Specification: VSU Pen in Blue color ink with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
4	VSU Planner Notebook for tokens	pcs	5	150.00		750.00
Specification: VSU Notebook, 30 leaves with A5 size with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
TOTAL						3,650.00
Purpose: Tokens for Trainors						
Checked by: ULDERICO B. ALVIOLA TWG - Awards & Tokens				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	CLARA P. MERCADO	ELWIN JAY V. YU		DANIEL LESLIE S. TAN		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		