



## Republic of the Philippines **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

## **PURCHASE REQUEST**

PPMP No.: 4-1-1502-2023-10-0-0

Funding Source: Special Trust Fund

PR No.: STF-2022-11-02340

Date: 11-17-2022

PRESIDENT, VSU

Dept./Office: DBM

Designation:

Section/End-User: Sheillo G. Catorce

END USER

Category: Office Supplies

UNIT HEAD, PROJECT LEADER

Project Title/Code: DBM-Improving Business and

Management Practices for Sustainable..

Requested by: Noted by: Approved by:		ng course. opeoidi macri dina			agooaoooo	ioi ouotainabion		
Specification:  bright white, high premium quality  2 Pen, Whiteboard Marker, black pieces 15 50.00  TOTAL  Purpose: Project Uses.  Checked by:  ALICIA M. FLORES  TWG - Office Supplies  Requested by:  Noted by:  Noted by:  Approved by:		Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost	
bright white, high premium quality  2 Pen, Whiteboard Marker, black pieces 15 50.00  TOTAL  Purpose: Project Uses.  Checked by:  ALICIA M. FLORES  TWG - Office Supplies  Requested by:  Noted by:  Noted by:  Approved by:	1 F	Paper, Bond, A4, S-20, 70 gsm	reams	8	253.00		2,024.0	
2 Pen, Whiteboard Marker, black pieces 15 50.00  TOTAL  Purpose: Project Uses.  Checked by:  ALICIA M. FLORES  TWG - Office Supplies  Requested by:  Noted by:  Noted by:  Approved by:	S	specification:						
TOTAL  Purpose: Project Uses.  Checked by:  ALICIA M. FLORES  TWG - Office Supplies  Requested by:  Noted by:  Noted by:  Approved by:	I	bright white, high premium quality						
Purpose: Project Uses.  Checked by:  ALICIA M. FLORES  TWG - Office Supplies  Requested by:  Noted by:  Approved by:	2 F	Pen, Whiteboard Marker, black	pieces	15	50.00		750.0	
Checked by:  ALICIA M. FLORES  TWG - Office Supplies  Requested by:  Noted by:  ALICIA M. FLORES  ALICIA M. FLORES  ALICIA M. FLORES  ALICIA M. FLORES  Approved by:		TOTAL					2,774.00	
ALICIA M. FLORES  TWG - Office Supplies  Requested by:  Noted by:  ALICIA M. FLORES  HEAD, BUDGET OFFICE  Approved by:	Purpo	ose: Project Uses.						
Requested by: Noted by: Approved by:	Check	Chil	RES	Funds Availab	(sul			
6		TWG - Office Sup	oplies		HEAD, BUDGET OFFICE			
		gnature:			NILDA T. AMESTOSO	Memoritan		