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PR-2023-0313-103921



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

PURCHASE REQUEST

PPMP No. : 21-5-1223-2023-1-0-2

Dept./Office: **ISRDS**PR No.: **STF-2023-03-00384**Date: **03-13-2023**Section/End-User: **RHEA ANGELIE F. DAYONDON** Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **ISR.CME-ISRDS. 1022-0923.03**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Book, A4 size, 80 gsm	reams	10	285.00		2,850.00
Specification: bright white, high premium quality						
2	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
3	Record Book, Big, 300 pages	pcs	3	110.00		330.00
4	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	20	65.00		1,300.00
TOTAL						5,230.00

Purpose: For office use

Checked by: JED ASAPH D. CORTES TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: RHEA ANGELIE F. DAYONDON	Noted by: GINA A. DELIMA	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU