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PR-2024-1002-226980



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0685**Dept./Office: **CaO**PR No.: **GF-2024-10-01825**Date: **10-02-2024**Section/End-User: **Valerie C. Valenzona**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CaO 2025 Accountable Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Check Booklet	piece	100	800.00		80,000.00
Specification: Bank Check Booklets						
TOTAL						80,000.00
Purpose: office supplies						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>gr b/a/b/g</i>				Funds Available: ALICIA M. FLORES <i>1001-2025</i> HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	VALERIE C. VALENZONA	QUEEN-EVER Y. ATUPAN		PROSE IVY G. YEPES		
Designation:	<i>Collecting Officer</i>	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		