



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

## PURCHASE REQUEST

PPMP No. : 92-5-2103-2024-1-0-0

PR No.: GF-2024-02-00529

Date: 02-15-2024

Dept./Office: ODR

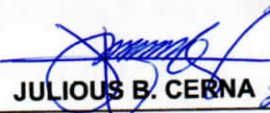

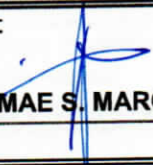


Category: Food & Food  
 Ingredients

Section/End-User: Jhann Mae S. Marquez

Project Title/Code: RPO.A.III.C

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Assorted coffee, milk and chocate powder, sugar etc for In House Review committee and evaluators	pcs	1	3,000.00	IVY C. EMNACE	3,000.00
<b>Specification:</b>  3 in1 coffee - 100 pcs  coffee stick - 2 packs  coffee mate - 50 pcs  chocolate powder - 50 pcs  sugar -50 pcs  coffee steerer/plastic - 1 pack  bottled water - 50 bottles in 350 ml.						
2	Lunch (Buffet Style) Menu#2	pcs	100	250.00	IVY C. EMNACE	25,000.00
<b>Specification:</b>  <ul style="list-style-type: none"> <li>• Rice</li> <li>• Humba</li> <li>• Chopsuey</li> <li>• Fish</li> <li>• Vegetable Salad</li> <li>• Softdrinks</li> </ul> With free venue for dining (tables and chairs)  Buffet Style						
3	Snacks AM	set	100	80.00	IVY C. EMNACE	8,000.00
<b>Specification:</b>  <ul style="list-style-type: none"> <li>• Meat Bread</li> </ul>						

• Softdrinks						
4	Snacks PM	packs	100	80.00	IVY C. EMNACE	8,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Empanada</li> <li>• Softdrinks</li> </ul>						
<b>TOTAL</b>						<b>44,000.00</b>
Purpose: Research Writeshop (February 21, 2024)						
Checked by:  <b>JULIOUS B. CERNA</b> 2/15/24				Funds Available:  <b>ALICIA M. FLORES</b>		
TWG - Food & Food Ingredients				HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
	 <b>JHANN MAE S. MARQUEZ</b>		 <b>IVY C. EMNACE</b>		 <b>DANIEL LESLIE S. TAN</b>	
Printed Name:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	
Designation:						