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PR-2023-0817-139123



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

## PURCHASE REQUEST

PPMP No. : 246-5-1551-2024-7-0-3

PR No.: GF-2023-08-01878

Date: 08-17-2023

Dept./Office: DSO

Category: Office Supplies

Section/End-User: Junard C. Gucela

Project Title/Code: DSO-Office of Institutional Student  
Programs & Services 2024

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Data Filer, Big size, Legal	pieces	20	500.00		10,000.00
2	Folder, Ordinary, A4	pcs	500	7.00		3,500.00
<b>Specification:</b> Folder, Ordinary, A4						
3	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
<b>Specification:</b> bright white, high premium quality						
<b>TOTAL</b>						<b>16,390.00</b>
Purpose: OFFICE SUPPLIES						
Checked by:  <b>SHALOM GRACE C. SUGANO</b> TWG Office Supplies				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	<b>JUNARD C. GUCELA</b>		<b>CHONA A. BRIT</b>		<b>EDGARDO E. TULIN</b>	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	