

## Republic of the Philippines VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## **PURCHASE REQUEST**

PPMP No.: 223-1-89-2023-10-0-8

Dept./Office: PPO

PR No.: STF-2023-11-02717

Date: 11-09-2023

Section/End-User: Mario C. Bantugan

Category: Office Supplies

Project Title/Code: Christmas Lights 2023 Funding Source: Special Trust Fund

| Item<br>#      | Item Description       | Unit  | Qty | Unit Cost | PAR/ICS | Total Cost |  |  |
|----------------|------------------------|-------|-----|-----------|---------|------------|--|--|
| 1              | Colored Plastic Sheets | rolls | 3   | 1,800.00  |         | 5,400.00   |  |  |
| Specification: |                        |       |     |           |         |            |  |  |

• 1 roll Color Yellow width: 1.2 meters Length 50 meters • 1 roll Color Green width: 1.2 meters Length 50 meters • 1 roll Color Red width: 1,2 meters Length 50 meters

| Purpose: Christmas Lights 2023  Checked by:  SHALON GRACE C. SUGANO  TWG - Office Supplies  Requested by:  Noted by:  Signature:  Purpose: Christmas Lights 2023  Funds Available:  ALICIAM. FLORES QUAIV. WYE  Approved by:  Approved by:  DANIEL LEGLIE C. TAN |                                |                                  |      |             |            |  |  |  |  |  |
|--|--------------------------------|----------------------------------|------|-------------|------------|--|--|--|--|--|
| Checked by:  SHALON GRACE C. SUGANO  TWG - Office Supplies  Requested by:  Noted by:  Signature:  Funds Available:  ALICIAM. FLORES CHRIV. WYC  APProved by:  DANIEU LESCIE C. TAN   |                                | TOTAL                            |      |             | 5,400.00   |  |  |  |  |  |
| SHALON GRACE C. SUGANO  TWG - Office Supplies  Requested by:  Signature:  Noted by:  DANIEL LESLIE C. TAN  | Purpose: Christmas Lights 2023 |                                  |      |             |            |  |  |  |  |  |
| Requested by:  Noted by:  Approved by:  DANIEL LESC IE C. TAN  | Checked by:                    |                                  | NO   | AL          |            |  |  |  |  |  |
| Designation: END USER UNIT HEAD, PROJECT LEADER OIC - PRESIDENT, VSU II/9  | Signature:<br>Printed Name:    | Requested by:  MARIO C. BANTUGAN | RODE | EN D. TROYO | Approved W |  |  |  |  |  |