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PR-2024-1007-228046



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-093024-0502**Dept./Office: **DStat**PR No.: **STF-2024-10-02169**Date: **10-07-2024**Section/End-User: **Molley Venice . Nuñez**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DStat-2025-OSF**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	1	289.00		289.00
Specification: bright white, high premium quality						
2	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	10	60.00		600.00
Specification: • Product: Vellum Board • Size: 8.25 x 11.75 inches (A4) • Color: Canary • Quantity: 10 sheets per pack • 220 GSM						
TOTAL						889.00
Purpose: For lecture series.						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies 8-10/7/24				Funds Available: ALICIA M. FLORES w/ 2025 HEAD, BUDGET OFFICE		
Signature:	Prepared by: MOLLEY VENICE . NUÑEZ		Noted by: PAULO G. BATIDOR UNIT HEAD, PROJECT LEADER		Approved by: PROSE IVY G. YEPES PRESIDENT, VSU	