



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

PURCHASE REQUEST

PPMP No. : 20-1-897-2024-0-0-1

Dept./Office: **IHK**

PR No.: **STF-2024-03-00758**

Date: **03-05-2024**

Section/End-User: **Marvin B. Bandalan**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **University Wide STF**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
3	Paper, Mimeo, WW, A4, S-20	ream	5	220.00		1,100.00
TOTAL						13,440.00

Purpose: For VSU Centennial use

Checked by:

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Prepared by:

MARVIN B. BANDALAN

Noted by:

CHARIS B. LIMBO - RIVERA

Approved by:

DANIEL LESLIE S. TAN

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU