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PR-2024-1007-228117



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-093024-0729**Dept./Office: **DA**PR No.: **GF-2024-10-02204**Date: **10-07-2024**Section/End-User: **Milesa C. Marsado**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Advanced Education**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Laminating Film, A3, 100 shts/box, 250 microns	box of 50's	1	3,745.00		3,745.00
2	Laminating Film, A4, 100 shts/box, 250 microns	boxes	2	1,430.00		2,860.00
3	Scissors, 8" heavy duty, good quality	pieces	10	75.00		750.00
4	Sign pen, Fine Tech, 0.3mm. blue	pieces	51	35.00		1,785.00
TOTAL						9,140.00

Purpose: Office Supplies

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>10/15/24</i>		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>10-7-2024</i>	
Signature: Printed Name: Designation:	Prepared by: MILESA C. MARSADO	Noted by: LUZ G. ASIO UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU