



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

PURCHASE REQUEST

PPMP No. : 20-1-897-2023-7-0-27

PR No.: STF-2023-09-02113

Date: 09-01-2023

Dept./Office: IHK

Category: Office Supplies

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

Project Title/Code: IHK Athletic Fee -Salinkusog 2023
 (Intramural)

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Plaque, Customized	pieces	1	1,500.00		1,500.00

Specification:

For special guests during university events

2	Sintra Board (Customized)	pc	17	1,000.00		17,000.00
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Specification:

White Sintra Board printed with different SUCs names

Size 5ft x 1.25 ft

TOTAL

18,500.00

Purpose: Guest Speaker Token on Sept. 20, 2023.

Checked by:

SHALOM GRACE C. SUGANO

TWC - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARVIN B. BANDALAN	CHARIS B. LIMBO - RIVERA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	P. PRESIDENT, VSU