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PR-2023-0317-105301



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

PURCHASE REQUEST

PPMP No. : 133-5-614-2023-7-0-0

Dept./Office: **OVPSAS**PR No.: **GF-2023-03-00416**Date: **03-17-2023**Section/End-User: **Sheila Marie C. Lemos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPSAS-GF-MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	2	500.00	NORBERT JOHN O. VILLAS	1,000.00
2	Glue Gun, Big (approx. 7x18x 28cm)	pcs	1	355.00	SHEILA MARIE C. LEMOS	355.00
3	Glue Stick, Big, for Glue Gun	pieces	10	10.00	SHEILA MARIE C. LEMOS	100.00
TOTAL						1,455.00

Purpose: office use

Checked by:		Funds Available:	
 JED ASAPH D. CORTES TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	SHEILA MARIE C. LEMOS	ALELI A. VILLOCINO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU