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PR-2024-0508-195484



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-041924-0082**Dept./Office: **ITEEM**PR No.: **STF-2024-05-01098**Date: **05-08-2024**Section/End-User: **Shaira B. Manapsal**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **LABORATORY FEES**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	45	289.00		13,005.00
Specification: bright white, high premium quality						
2	Soap, Dishwashing, Liquid, 250mL	btls	15	150.00		2,250.00
3	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	30	204.00		6,120.00
	TOTAL					21,375.00

Purpose: For laboratory/office use

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES <i>UNIFAST</i> HEAD, BUDGET OFFICE	
Signature:	Prepared by: SHAIRA B. MANAPSAL	Noted by: TEOFANES A. PATINDOL	Approved by: PROSE WY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			