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PR-2023-0329-108144



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

PURCHASE REQUEST

PPMP No. : 35-5-1085-2023-7-0-0

Dept./Office: CAS

PR No.: GF-2023-03-00541

Date: 03-29-2023

Section/End-User: MARY JOY P. ISRAEL

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: CAS-2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	1	550.00	MA. THERESA P. LORETO	550.00
2	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	piece	10	140.00	MA. THERESA P. LORETO	1,400.00
3	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	MA. THERESA P. LORETO	1,500.00
TOTAL						3,450.00

Purpose: for higher education's goods and services

Checked by: JED ASAPH D. CORTES TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: MARY JOY P. ISRAEL	Noted by: MA. THERESA P. LORETO	Approved by: EDGARDO E. TULIN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			