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PR-2024-1008-228664

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

## PURCHASE REQUEST

PPMP No. : PPMP-2025-092624-0617

Dept./Office: ITEEM

PR No.: GF-2024-10-02413

Date: 10-08-2024

Section/End-User: Shaira B. Manapsal

Category: Office Supplies

Duration: 2025-01-01

Funding Source: General Fund - MOOE

Project Title/Code: NRM.ITM.1517

to  
2025-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	2	289.00		578.00
Specification:  bright white, high premium quality						
2	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
TOTAL						1,190.00

Purpose: For office/project use.

Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies 8/10/24		Funds Available:  <b>ALICIA M. FLORES</b> MS-25 HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by:  <b>SHAIRA B. MANAPSAL</b>	Noted by:  <b>SENONA A. CESAR</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSEWY G. YEPES</b> PRESIDENT, VSU