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PR-2024-0214-178399



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

## PURCHASE REQUEST

PPMP No. : 44-5-1543-2024-7-0-0

Dept./Office: **DStat**PR No.: **GF-2024-02-00517**Date: **02-14-2024**Section/End-User: **Molley Venice . Nuñez**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DStat-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	35	10.00		350.00
2	Folder, Ordinary, A4	pcs	35	7.00		245.00
<b>Specification:</b> Folder, Ordinary, A4						
3	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
<b>TOTAL</b>						<b>1,615.00</b>
Purpose: For office use						
Checked by:  <b>SHALOM GRACE C. SUGANO</b> TWG - Office Supplies				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature:	Prepared by:  <b>MOLLEY VENICE . NUÑEZ</b>		Noted by:  <b>PAULO G. BATIDOR</b> UNIT HEAD, PROJECT LEADER		Approved by:  <b>DANIEL LESLIE S. TAN</b> PRESIDENT, VSU	

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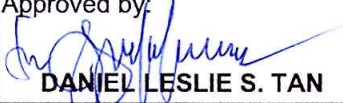
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 <b>SHALOM GRACE C. SUGANO</b>	 <b>ALICIA M. FLORES</b>
<b>TWG - Office Supplies</b>	<b>HEAD, BUDGET OFFICE</b>

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>MOLLEY VENICE . NUÑEZ</b>	 <b>PAULO G. BATIDOR</b>	 <b>DANIEL LESLIE S. TAN</b>
Designation:		<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>