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PR-2024-0731-213421



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2024-073024-0320**Dept./Office: **ODR**PR No.: **IGP-2024-07-01467**Date: **07-31-2024**Section/End-User: **Jhann Mae S. Marquez**Category: **Printing Services**Funding Source: **Income Generating Project**Project Title/Code: **IGPR.12(20401010-002)**

| Item # | Item Description     | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|----------------------|--------|-----|-----------|---------|------------|
| 1      | Centennial Paper Bag | pieces | 20  | 38.00     |         | 760.00     |

**Specification:**

Centennial Paper Bag with Handle (2000 pcs) Material: 200 gsm Brown Kraft Paper

Dimensions: 10L x 5W x 13H inches

Print: Double sided printing, 1 spot color;

|  |              |  |  |  |  |               |
|--|--------------|--|--|--|--|---------------|
|  | <b>TOTAL</b> |  |  |  |  | <b>760.00</b> |
|--|--------------|--|--|--|--|---------------|

Purpose: Trainings and Workshops

|                                 |                             |
|---------------------------------|-----------------------------|
| Checked by:                     | Funds Available:            |
| <br><b>MARIANE U. DELA PEÑA</b> | <br><b>ALICIA M. FLORES</b> |
| TWG - Printing Services         | HEAD, BUDGET OFFICE         |

|               |                                 |                           |                               |
|---------------|---------------------------------|---------------------------|-------------------------------|
| Signature:    | Prepared by:                    | Noted by:                 | Approved by:                  |
| Printed Name: | <br><b>JHANN MAE S. MARQUEZ</b> | <br><b>IVY C. EMNACE</b>  | <br><b>PROSE IVY G. YEPES</b> |
| Designation:  |                                 | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU                |