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PR-2024-0626-206513



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-062624-0211**Dept./Office: **USHER**PR No.: **GF-2024-06-01296**Date: **06-26-2024**Section/End-User: **Clara P. Mercado**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Office Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-20, 70 gsm	reams	100	286.00		28,600.00
Specification: bright white, high premium quality						
TOTAL						53,900.00
Purpose: For medical examination use						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	CLARA P. MERCADO	ELWIN JAY V. YU		PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		