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PR-2024-1007-228539



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092524-0587

Dept./Office: DSO

PR No.: GF-2024-10-02331

Date: 10-07-2024

Section/End-User: Junard C. Gucela

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: SSGAO-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Ordinary, A4	pcs	100	7.00		700.00
Specification: Folder, Ordinary, A4						
2	Paper, Bond, A4, S-24, 80 gsm	reams	60	289.00		17,340.00
Specification: bright white, high premium quality						
3	Paper, Bond, Long, S-24, 80 gsm	reams	2	328.00		656.00
Specification: bright white, high premium quality						
4	Staple Wire, #35	boxes	20	35.00		700.00
5	Stapler, HD No.35	pc	2	400.00		800.00
TOTAL						20,196.00

Purpose: Used for the Office Supplies

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>on 10/8/24</i>		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: JUNARD C. GUCELA	Noted by: JUNTO A. PANONCE UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU
Printed Name:			
Designation:			