



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-052924-0156**PR No.: **STF-2024-05-01219**Date: **05-31-2024**Dept./Office: **OVPAF**Category: **Office Furniture
& Fixture**Section/End-User: **ELVIE D. BALBARINO**Funding Source: **Special Trust Fund**Project Title/Code: **OVPAF- MAY 2024**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|---|---|------------------------------|-----|--|---------|-----------------|
| 1 | Ready Made Curtain (RMC), <i>White</i> | pc | 10 | 800.00 | | 8,000.00 |
| Specification: Specs size: <i>H - 8 Feet</i> <i>W - 4 Feet</i> | | | | | | |
| TOTAL | | | | | | 8,000.00 |
| Purpose: For Office use | | | | | | |
| Checked by: <i>[Signature]</i> NILO L. LEORNA TWG - Office Furniture & Fixture | | | | Funds Available: <i>[Signature]</i> ALICIA M. FLORES <i>y UNIFAST</i> HEAD, BUDGET OFFICE | | |
| Signature: | Prepared by: <i>[Signature]</i> | Noted by: <i>[Signature]</i> | | Approved by: <i>[Signature]</i> | | |
| Printed Name: | ELVIE D. BALBARINO | ELWIN JAY V. YU | | PROSE IVY G. YEPES | | |
| Designation: | | UNIT HEAD, PROJECT LEADER | | PRESIDENT, VSU | | |