



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0543**Dept./Office: **DAEEx**PR No.: **STF-2024-10-02904**Date: **10-10-2024**Section/End-User: **Aira M. Oraño**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DAEEx-2025 (Laboratory Share)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
Specification: bright white, high premium quality						
TOTAL						8,670.00
Purpose: For Office use						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>for 10/10/24</i>				Funds Available: ALICIA M. FLORES <i>UNIFAST</i> HEAD, BUDGET OFFICE		
Signature:	Prepared by: AIRA M. ORAÑO	Noted by: LIJUERAJ J. GUADRA UNIT HEAD, PROJECT LEADER		Approved by: PROSE IVY G. YEPES PRESIDENT, VSU		