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PR-2023-0817-139109



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

## PURCHASE REQUEST

PPMP No. : 246-5-1551-2024-7-0-1

PR No.: GF-2023-08-01869

Date: 08-17-2023

Dept./Office: DSO

Category: Office Supplies

Section/End-User: Junard C. Gucela

 Project Title/Code: DSO-Office of the Development  
 Services 2024

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Data Filer, Big size, Legal	pieces	20	500.00		10,000.00
2	Folder, Morocco, Long, w/ plastic binder, Brown	pieces	60	~ 18.00		1,080.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00

**Specification:**

bright white, high premium quality

	<b>TOTAL</b>					<b>15,415.00</b>
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Purpose: OFFICE SUPPLIES

Checked by:		Funds Available:	
 <b>SHALOM GRACE C. SUGANO</b>		 <b>ALICIA M. FLORES</b>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	 <b>JUNARD C. GUCELA</b>	 <b>CHONA A. BRIT</b>	 <b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU