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PR-2024-1007-228442



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0559**Dept./Office: **DABE**PR No.: **STF-2024-10-02266**Date: **10-07-2024**Section/End-User: **Lorbert G. Mazo**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DABE-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	12	1,250.00		15,000.00

Specification:
Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

2	Contingency Fund (Petty Expenses)	lot	1	10,000.00		10,000.00
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Specification:

For petty expenses of the office


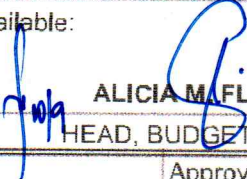

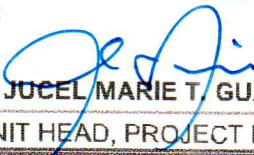
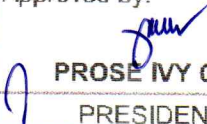
3	White Board With Stand Set	pc	1	6,000.00		6,000.00
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Specification:

- Color Family: White
- Size & Spec.: 900×1200mm
- Material: Dry erase steel + Fiberboard +Dry erase steel + Magnetic Easel Whiteboard
- Double-sided magnetic whiteboard
- 4 casters for quick and easy moving in meetings, locking function to fix the stand when in use.
- Marker and eraser included.

	TOTAL					31,000.00
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Purpose: For Laboratory

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies <i>10/8/24</i>		HEAD, BUDGET OFFICE	
Signature: 	Prepared by: LORBERT G. MAZO	Noted by:  JUCEL MARIE T. GUATLO	Approved by:  PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU