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PR-2024-0228-181789



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

## PURCHASE REQUEST

PPMP No. : 39-1-1242-2024-0-0-1

PR No.: STF-2024-02-00712

Date: 02-28-2024

Dept./Office: CN

Category: **Food & Food**  
**Ingredients**

Section/End-User: **Guada Fe D. Amihan**Project Title/Code: **Nursing Capping 2024**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Lunch (Buffet Style) for Capping Ceremony</b>	person	60	200.00		12,000.00
<b>Specification:</b>  within VSU Campus, with venue, tables and chairs  Rice  dessert  beef steak  steamed fish  cucumber juice or melon juice						
2	<b>Meal (Breakfast)</b>	pc	5	150.00		750.00
<b>TOTAL</b>						<b>12,750.00</b>

Purpose: Nursing Capping 2024

Checked by:		Funds Available:	
 <b>LYNETTE C. CIMAFRANCA</b>		 <b>ALICIA M. FLORES</b>	
TWG - Food & Food Ingredients		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>GUADA FE D. AMIHAN</b>	<b>MICHELLE A. CALDA</b>	<b>DANIEL LESLIE S. TAN</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU