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PR-2024-0219-179632



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

PURCHASE REQUEST

PPMP No. : 163-5-831-2024-0-0-0

Dept./Office: ODI

PR No.: GF-2024-02-00577

Date: 06-21-2024

Section/End-User: Maria Louella C. Tambis

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: Innovation.2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Gel Ink Sign Pen 0.5, blue	pcs	30	30.00		900.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
3	Pen, Highlighter, yellow	pieces	10	45.00		450.00
4	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	20	90.00		1,800.00
5	Specialty Paper, A4, Ivory	pack	10	500.00		5,000.00
TOTAL						13,930.00

Purpose: For office use.

Checked by:

PAULINE S. CAINTIC

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	MARIA LOUELLA C. TAMBIS	FELICIANO G. SINON SR.	PROSELY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU