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PR-2023-0719-131857

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

PURCHASE REQUEST

PPMP No. : 58-1-1083-2023-6-0-9

PR No.: STF-2023-07-01219

Date: 07-19-2023

Dept./Office: OP

Category: IT Supplies and
Equipment

Section/End-User: Les Andre B. Pamaos

Funding Source: Special Trust Fund

Project Title/Code: OP-2023-tarpaulin for graduation

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Tarpaulin Printing for 2023 Graduation	lot	1	15,000.00		15,000.00

Specification:

- For VSU Graduation 2023 events
- Total of 1,000 sq. m.
- Designs will prepared by end user
- 1 inch allowance, with 6 eyelets (1 on each corner, 1 top and 1 bottom center)
- To be printed in various sizes on certain days
- Printer must be within a 15km radius of VSU's main campus
- Tarpaulin must be delivered within the day (for files sent at 2:00 PM or earlier)

	TOTAL					15,000.00
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Purpose: graduation tarpaulin

Checked by:

DIONESIO I. ESTUPA

Funds Available:

ALICIA M. FLORES

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	LES ANDRE B. PAMAOS	ALLEN GLENNIE P. LAMBERT	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU