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PR-2024-0820-217867



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-081424-0351**Dept./Office: **DBM**PR No.: **STF-2024-08-01583**Date: **08-20-2024**Section/End-User: **Sheillo G. Catorce**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DBM 2025** *2024*

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isoprophyl, 90% solution	gallon	2	600.00		1,200.00
Specification: Alcohol 90% solution						
2	Paper, Bond, A4, S-20, 70 gsm	reams	85	253.00		21,505.00
Specification: bright white, high premium quality						
3	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00		5,720.00
Specification: bright white, high premium quality						
4	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
TOTAL						30,175.00

Purpose: Office Use

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>gn</i>		Funds Available: ALICIA M. FLORES <i>2024</i> HEAD, BUDGET OFFICE	
Signature:	Prepared by: SHEILLO G. CATORCE	Noted by: MARK C. RATILLA	Approved by: PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU