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PR-2025-0423-268429



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-030625-1003**PR No.: **TF-2025-04-00552**Date: **04-23-2025**Dept./Office: **AccO**Category: **Office Supplies**Section/End-User: **Valerie Y. Vergis**Project Title/Code: **101T 2021050-6 Admin Cost TES
2025**Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, green, long	pc	50	30.00		1,500.00
2	Folder, Expanded, Long (Green)	pcs	50	30.00		1,500.00
3	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
4	Pen, Sign, .5mm, Gel-type, Blue	piece	15	35.00		525.00
5	Sign Here Sticky Notes	pack	10	59.00		590.00
TOTAL						6,115.00

Purpose: For office use

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

NICK FREDDY R. BELLO

HEAD, ACCOUNTING OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	VALERIE Y. VERGIS	NICK FREDDY R. BELLO	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU