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PR-2024-0816-217358



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

PURCHASE REQUEST

PPMP No. : PPMP-2024-081524-0353

PR No.: GF-2024-08-01566

Date: 08-16-2024

Dept./Office: ULC

Category: Office Supplies

Section/End-User: Maegan Lou A. Aruta

 Project Title/Code: ULC-GF-MOOE-NCCA-
 SOFTLAUNCHING-SUPPLIES-2024

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alpha Gina, assorted cloth	meter	20	40.00	VICENTE A. GILOS	800.00
Specification: Yellow, 10 meters Green, 10 meters						
2	Balloons	pack	2	100.00	VICENTE A. GILOS	200.00
3	Glue Gun, Big (approx. 7x18x 28cm)	pcs	1	355.00	VICENTE A. GILOS	355.00
4	Glue Stick, Big, for Glue Gun	pieces	20	10.00	VICENTE A. GILOS	200.00
5	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	10	45.00	VICENTE A. GILOS	450.00
6	Ribbon, Satin Cloth, Gold, 2"	rolls	2	300.00	VICENTE A. GILOS	600.00
7	Tape, Double Sided, 3/4" x 10m	rolls	1	26.00	VICENTE A. GILOS	26.00
TOTAL						2,631.00

Purpose: Soft Launching of the NCCA Project Grant supplies and materials

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by: MAEGAN LOU A. ARUTA	Noted by: VICENTE A. GILOS UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU