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PR-2023-0426-113718



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

## PURCHASE REQUEST

PPMP No. : 131-1-1544-2023-3-0-11

Dept./Office: **MMDC**PR No.: **STF-2023-04-00771**Date: **04-26-2023**Section/End-User: **Windy O. Tuyan**Category: **Printing Services**Funding Source: **Special Trust Fund**Project Title/Code: **MMDC-2023**

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

**Specification:**

- For VSU Anniversary events
- Total of 1000 sq.m.
- Designs will be 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 3:00 PM or earlier)

<b>TOTAL</b>						<b>15,000.00</b>
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Purpose: For VSU Anniversary 2023

Checked by:		Funds Available:	
<b>JED ASAPH D. CORTES</b>		<b>ALICIA M. FLORES</b>	
TWG - Printing Services		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
<b>WINDY O. TUYAN</b>	<b>JED ASAPH D. CORTES</b>	<b>JED ASAPH D. CORTES</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU