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PR-2025-1006-301441



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-080525-1348**PR No.: **GF-2025-10-01235**Date: **10-06-2025**Dept./Office: **ISRDS**Category: **Common-Use
Supplies & Equipment
(CSE)**Section/End-User: **Lilian B. Nuñez**Funding Source: **General Fund - MOOE**Project Title/Code: **EXT102 CollabDev 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bond Paper, 80 gsm, A4	reams	10	289.00		2,890.00

Specification:

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

	TOTAL					2,890.00
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Purpose: for office use

Checked by: DOREEN D. ALBA		Funds Available: ALICIA M. FLORES	
TWG - Common Use Supplies & Equipment (CSE)		HEAD, BUDGET OFFICE	
Signature:	Prepared by: LILIAN B. NUÑEZ	Noted by: LILIAN B. NUÑEZ	Approved by: PROSE IVY G. YEPES
Printed Name:	LILIAN B. NUÑEZ	LILIAN B. NUÑEZ	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU