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PR-2025-0611-277321



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

G.E. 208

PURCHASE REQUEST

PPMP No. : **PPMP-2025-060525-1226**PR No.: **TF-2025-06-00711**Date: **06-11-2025**Dept./Office: **ViCARP**Category: **Office Supplies**Duration: **2024-10-01**Section/End-User: **Aldrin Y. Rellin**Project Title/Code: **20201050-**

to

2026-09-30Funding Source: **Trust Fund****1.122.4 -Supplies and materials**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	3	1,250.00		3,750.00

Specification:

Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

2	Paper, Bond, Long, S-20, 70 gsm	reams	2	286.00		572.00
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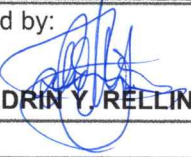

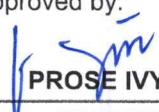
Specification:

bright white, high premium quality

3	Sign Here Sticky Notes	pack	9	59.00		531.00
4	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	250.00		250.00
TOTAL						5,103.00

Purpose: Office supplies

Checked by:	Funds Available:
 VIVIAN V. BALBARINO TWG - Office Supplies <i>Jan 4/12/25</i>	 NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE

Signature: Printed Name: Designation:	Prepared by:  ALDRIN Y. RELLIN	Noted by:  ELMERA Y. BAÑOC	Approved by:  PROSE IVY G. YEPES
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU