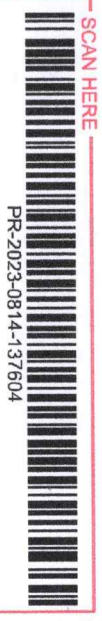




Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte



PURCHASE REQUEST

PPMP No. : 3-1-1546-2023-7-0-2

Dept./Office: DA

PR No.: STF-2023-08-01613

Date: 08-14-2023

Section/End-User: Milesa C. Marsado

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: DA-Lab fees (Summer 2021-2022)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	1,700.00		1,700.00
2	Folder, File, Long, 14pts, White	piece	45	10.00		450.00
3	Paper, Bond, A4, S-20, 70 gsm	reams	2	253.00		506.00

Specification:

bright white, high premium quality

4	Scotch Tape	pcs	20	30.00		600.00
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Specification:

Scotch tape 50m 1/2"

	TOTAL					3,256.00
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Purpose: Office Supplies

Checked by:

[Signature]
SHALOM GRACE C. SUGALNO
JED-ASAPH D. GORTES

Funds Available:

[Signature]
ALICIA M. FLORES
JFF 52

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MILESA C. MARSADO	DIONESIO M. BAÑOC	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU