



PR-2025-0213-253574



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

PURCHASE REQUESTPPMP No. : **PPMP-2025-020425-0939**Dept./Office: **RCCRDC**PR No.: **GF-2025-02-00179**Date: **02-12-2025**Section/End-User: **Anarose B. Romo**Category: **Office Supplies**Duration: **2025-01-01**Funding Source: **General Fund - MOOE**Project Title/Code: **CC7.CFES.1718****to**
2026-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Paper One bond paper	ream	5	1,500.00		7,500.00
2	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	boxes	3	250.00		750.00
3	Received Stamp	pcs	1	200.00		200.00

Specification:

Received stamp

VSU Fuel Station

with Date & Signature

Square/Rectangular

TOTAL**8,450.00**

Purpose: For Center's REI project use

Checked by:

VIVIAN V. BALBARINOTWG - Office Supplies *2/17/25*

Funds Available:

ALICIA M. FLORES *02-25*

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 ANAROSE B. ROMO	 DENNIS P. PEQUE	 PROSE IVY G. YEPES
Designation:	<i>clerk/ADRC</i>	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU