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PR-2024-0816-217350



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

## PURCHASE REQUEST

PPMP No. : PPMP-2024-081524-0355

PR No.: GF-2024-08-01564

Date: 08-16-2024

Dept./Office: ULC

Category: Awards &amp; Tokens

Section/End-User: Maegan Lou A. Aruta

Project Title/Code: ULC-GF-MOOE-NCCA-  
SOFTLAUNCHING-TOKEN/HONORARIUM-2024

Funding Source: General Fund - MOOE

| Item # | Item Description               | Unit | Qty | Unit Cost | PAR/ICS          | Total Cost |
|--------|--------------------------------|------|-----|-----------|------------------|------------|
| 1      | Token (Assorted Food Products) | set  | 1   | 1,500.00  | VICENTE A. GILOS | 1,500.00   |
| 2      | Tumbler for VSU Tokens         | pcs  | 1   | 300.00    | VICENTE A. GILOS | 300.00     |

**Specification:**

VSU Tumbler 600ML with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

|   |                    |     |   |        |                  |        |
|---|--------------------|-----|---|--------|------------------|--------|
| 3 | VSU Pen for tokens | pcs | 1 | 200.00 | VICENTE A. GILOS | 200.00 |
|---|--------------------|-----|---|--------|------------------|--------|

**Specification:**

VSU Pen in Blue color ink with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

|              |  |  |  |  |  |                 |
|--------------|--|--|--|--|--|-----------------|
| <b>TOTAL</b> |  |  |  |  |  | <b>2,000.00</b> |
|--------------|--|--|--|--|--|-----------------|

Purpose: Soft Launching of the NCCA Project Grant, token for the resource speaker

|                                                                        |                                                |                                                                        |                                               |
|------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------|
| Checked by:<br><br><b>ULDERICO B. ALVIOLA</b><br>TWG - Awards & Tokens |                                                | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                                               |
| Signature:                                                             | Prepared by:<br><br><b>MAEGAN LOU A. ARUTA</b> | Noted by:<br><br><b>VICENTE A. GILOS</b>                               | Approved by:<br><br><b>PROSE IVY G. YEPES</b> |
| Printed Name:                                                          |                                                | UNIT HEAD, PROJECT LEADER                                              | PRESIDENT, VSU                                |
| Designation:                                                           |                                                |                                                                        |                                               |