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PR-2025-0815-291780

OPS/BD



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-081525-1392**Dept./Office: **DPM**PR No.: **GF-2025-08-01044**Date: **08-15-2025**Section/End-User: **Leonardo S. Toraja Jr.**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EXT24**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	4	1,250.00		5,000.00

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.

	TOTAL					5,000.00
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Purpose: training

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	LEONARDO S. TORAJA JR.	MELVINCE R. MARTIREZ	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU