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PR-2024-0220-179923



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

PURCHASE REQUEST

PPMP No. : 131-3-1544-2024-1-0-2

Dept./Office: **MMDC**PR No.: **IGP-2024-02-00594**Date: **02-20-2024**Section/End-User: **Windy O. Tuyan**Category: **Office Supplies**Funding Source: **Income Generating Project**Project Title/Code: **VSU PRINTING PRESS-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Canvass Cloth	meter	15	200.00		3,000.00
Specification: To be used for wrinkle bag, good quality						
2	Cartolina, US, White, at least 160gsm	pcs	800	20.00		16,000.00
3	Glue, white Apollo	gallons	10	510.00		5,100.00
4	Haspi Paper Green	roll	6	7,000.00		42,000.00
5	Paste Board # 25	sheets	500	60.00		30,000.00
6	Stamping foil, Gold	roll	4	900.00		3,600.00
TOTAL						99,700.00

Purpose: For binding services

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	WINDY O. TUYAN	 ULDERICO B. ALVIOLA	 DANIEL LESLIE S. TAN
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU