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PR-2025-0820-292881



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-072825-1338**Dept./Office: **DPSS**PR No.: **STF-2025-08-01097**Date: **08-20-2025**Section/End-User: **Rose P. Capulla**Category: **Office Supplies**Duration: **2025-04-01**

to

Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **EXT STF-17****2025-12-31**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-20, 70 gsm	reams	3	253.00		759.00
Specification: bright white, high premium quality						
2	Parchment paper (natural; A4 210x297 mm	pcs	50	4.00		200.00
3	blue ballpens	pcs	2	25.00		50.00
TOTAL						1,009.00

Purpose: Extension Project

Checked by: VIVIAN V. BALBARINO 8/20/25 TWG - Office Supplies		Funds Available: ALICIA M. FLORES WFF-EJ HEAD, BUDGET OFFICE UNIFAST	
Signature:	Prepared by: ROSE P. CAPULLA	Noted by: ROSE P. CAPULLA	Approved by: PROSE IVY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			