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PR-2024-0310-184650



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

## PURCHASE REQUEST

PPMP No. : 162-4-2869-2024-0-0-4

Dept./Office: ODE

PR No.: TF-2024-03-00855

Date: 03-10-2024

Section/End-User: Marianne Joyce L. De Caiman

Category: Office Supplies

Funding Source: Trust Fund

Project Title/Code: (noted) Plaques

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	UGMAD 16 Categories Award 2024	pc	11	2,800.00		30,800.00

### Specification:

Glass Plaque Specifications:

- 12"
- 3/8 thick clear glass body,
- frosted back, clear sided
- with logo and text in full color mounted on 1/8" thick mirror
- and 3/8" thick glass base

	<b>TOTAL</b>					<b>30,800.00</b>
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Purpose: UGMAD Winner Plaques

Checked by:		Funds Available:	
 <b>SHALOM GRACE C. SUGANO</b>		 <b>NICK FREDDY R. BELLO</b>	
TWG - Office Supplies		HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 <b>MARIANNE JOYCE L. DE CAIMAN</b>	 <b>ANTONIO P. ABAMO</b>	 <b>DANIEL LESLIE S. TAN</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU