



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

SCAN HERE



PR-2022-0913-63240

Op 9/16/22 ddm

PURCHASE REQUEST

Dept./Office: **OUR**

PR No.: **STF-2022-09-01756**

Date: **09-13-2022**

Section/End-User: **Marian . Sacro**


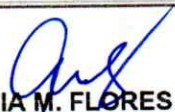
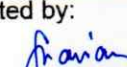

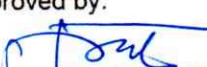
Category: **Printing Services**

Funding Source: **Special Trust Fund**

Project Title/Code: **STF-Graduation & diploma fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Medals, big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with r	pcs	50	350.00		17,500.00
Specification: big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with rectangular hole for ribbon and with durable ring						
2	Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, wit	pcs	200	250.00		50,000.00
Specification: Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, with rectangular hole for ribbon and with durable ring						
3	Printing of diploma cover for VSU external graduates without address	pcs	1330	110.00		146,300.00
Specification: Cloth bound, yellow color with VSU Seal with corner holder inside back cover Note: Please use Arlin cloth for the cover and follow attached sample and the kind of material. Present sample output first to end-user before printing.						
4	Printing of Diploma form	pcs	3000	27.00		81,000.00
Specification: Heading only with borderline heading; VISAYAS STATE UNIVERSITY: color: Brilliant green, border color" brilliant gold, kind of paper" sheepskin, 150 lbs.						
TOTAL						294,800.00

Purpose: office use

Requested by:  ELVIRA B. GORRE		Funds Available:  ALICIA M. FLORES	
TWG - Printing Services		HEAD, BUDGET OFFICE	
Signature: 	Requested by: MARIAN . SACRO	Noted by:  MARWEN A. CASTAÑEDA	Approved by:  EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU