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PR-2024-0124-172659



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

## PURCHASE REQUEST

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

Dept./Office: **MMDC**PR No.: **STF-2024-01-00274**Date: **01-24-2024**Section/End-User: **Windy O. Tuyan**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **UIMC-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	20	115.00		2,300.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	125.00		750.00
3	Tape, Duct, 2" x 25m, Black/Grey	rolls	10	180.00		1,800.00
TOTAL						4,850.00

Purpose: For VSU Graduation 2024

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