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PR-2024-1007-228545



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

PURCHASE REQUEST

PPMP No.: PPMP-2025-092524-0597

Dept./Office: DSO

PR No.: GF-2024-10-02336

Date: 10-07-2024

Section/End-User: Junard C. Gucela

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: ISPSO-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	2	140.00		280.00
2	Folder, Ordinary, A4	pcs	200	7.00		1,400.00
Specification: Folder, Ordinary, A4						
3	Paper, Bond, A4, S-24, 80 gsm	reams	81	289.00		23,409.00
Specification: bright white, high premium quality						
4	Yellow Data Filer, Legal, Double	pc	40	200.00		8,000.00
Specification: Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)						
TOTAL						33,089.00
Purpose: Used for the office Supplies						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies 10/8/24				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	JUNARD C. GUCELA	JUNITO A. PANONCE		PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		