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PR-2024-1004-227947



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-091724-0425**PR No.: **STF-2024-10-02112**Date: **10-04-2024**Dept./Office: **DFS**Category: **Office Supplies**Section/End-User: **Eraie Jane P. Manzano**Project Title/Code: **DFS Laboratory Share - SY2023-2024 1st Sem**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Sign Here Sticky Notes	pack	5	59.00		295.00
	TOTAL					295.00

Purpose: Office Supplies

Checked by:

VIVIAN V. BALBARINO

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies 10/9/24

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Prepared by:

ERAIE JANE P. MANZANO

Noted by:

ANGELICA P. BALDOS

Approved by:

PROSE IVY G. YEPES

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU