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PR-2023-0414-111323



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

PURCHASE REQUEST

PPMP No. : 21-5-1223-2023-2-0-5

Dept./Office: **ISRDS**PR No.: **GF-2023-04-00663**Date: **04-14-2023**Section/End-User: **RHEA ANGELIE F. DAYONDON** Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **BIDANI-EXT.01**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
2	Paper, Book, A4 size, 80 gsm	reams	10	285.00		2,850.00
Specification: bright white, high premium quality						
3	Paper, Book, Long, 8 x 13 S-18	ream	3	220.00		660.00
Specification: bright white, high premium quality						
4	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	10	38.00		380.00
5	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	10	65.00		650.00
TOTAL						5,040.00

Purpose: For office use

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

RHEA ANGELIE F. DAYONDON

END USER

Noted by:

LILIAN B. NUÑEZ

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU