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PR-2023-0815-138234



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

PURCHASE REQUEST

PPMP No. : 89-5-2857-2024-7-0-0

Dept./Office: OHURS

PR No.: GF-2023-08-01714

Date: 08-15-2023

Section/End-User: Princess L. Fernandez

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: URS PPMP 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
Specification: bright white, high premium quality						
3	Steel Cabinet, 4 drawers with lock, vertical, black	unit	1	11,000.00		11,000.00
4	Whiteboard, Wall Mount, 3' x 5', w/ aluminum frame	pcs	1	2,100.00		2,100.00
TOTAL						18,850.00

Purpose: Office Use

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: PRINCESS L. FERNANDEZ Designation: END USER	Requested by: CHRISTY M. DESADES UNIT HEAD, PROJECT LEADER	Noted by: EDGARDO E. TULIN PRESIDENT, VSU	Approved by: EDGARDO E. TULIN PRESIDENT, VSU