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PR-2024-1204-238920

12-11-2400



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-112224-0796**

Dept./Office: **OUS**

PR No.: **STF-2024-12-03266**

Date: **12-04-2024**

Section/End-User: **Antonieta Corazon D. Israel**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **OUS-BOR**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	20	140.00		2,800.00
2	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	30	140.00		4,200.00
TOTAL						7,000.00

Purpose: For office use

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: ANTONIETA CORAZON D. ISRAEL	Noted by: HAZELLE V. ASALDO UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YERES PRESIDENT, VSU