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PR-2022-0902-59820



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

PURCHASE REQUEST

Dept./Office: **VIHS**PR No.: **GF-2022-09-01338**Date: **09-23-2022**Section/End-User: **Guada Fe D. Amihan**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **JHS Promotional Exercises 2023
Additional**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Certificate Holder (A4)	pcs	200	64.00		12,800.00
2	Parchment paper (natural; A4 210x297 mm	pcs	300	4.00		1,200.00
3	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	50	300.00		15,000.00
4	Specialty Board, 250gsm, Light Green, Vellum	packs	200	75.00		15,000.00
TOTAL						44,000.00

Purpose: JHS Promotional Exercises 2023

Checked by:		Funds Available:	
JED ASAPH D. CORTES		ALICIA M. FLORES	
FWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	GUADA FE D. AMIHAN	SHALOM GRACE C. SUGANO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU