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PR-2024-0405-189807



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-040224-0031**Dept./Office: **FMO**PR No.: **STF-2024-04-00997**Date: **04-05-2024**Section/End-User: **Jocelyn T. Co**Category: **toner**Funding Source: **Special Trust Fund**Project Title/Code: **Finance Management 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Toner TN 118	drum	6	1,000.00	LOUELLA C. AMPAC	6,000.00
Specification: Toner TN 118 for ineo copier 206						
TOTAL						6,000.00
Purpose: For Office Copier Use						
Checked by:  DIONESIO I. ESTUPA TWG - toner				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by: 	Noted by: 		Approved by: 		
Printed Name:	JOCELYN T. CO	LOUELLA C. AMPAC		DANIEL LESLIE S. TAN		
Designation:	Admin. Aide VI 	UNIT HEAD, PROJECT LEADER 		PRESIDENT, VSU 		