

SCAN HERE



PR-2025-0530-275032



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-052925-1211**Dept./Office: **IPD**PR No.: **STF-2025-05-00688**Date: **05-30-2025**Section/End-User: **Lorelie A. Grabino**Category: **Office Supplies**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **OVPPD 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Certificate Jacket A4	pcs	1	40.00		40.00
Specification: • Certificate Jacket A4 • Blue in color						
2	Paper, Bond, A4, S-24, 80 gsm	reams	2	289.00		578.00
Specification: bright white, high premium quality						
3	Pen, Ball, blue	pieces	20	10.00		200.00
4	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	pack of 10's	1	60.00		60.00
Specification: • Product: Vellum Board • Size: 8.25 x 11.75 inches (A4) • Color: Pale Cream • Quantity: 10 sheets per pack • 220 GSM						
TOTAL						878.00
Purpose: For seminar						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>on 5/30/25</i>				Funds Available: ALICIA M. FLORES <i>for</i> HEAD, BUDGET OFFICE <i>WTF - OFFICE</i>		
Signature:	Prepared by: LORELIE A. GRABINO	Noted by: MARCELO T. ABRERA JR.	Approved by: PROSE IVY G. YEPES			
Printed Name:		MARCELO T. ABRERA JR.	PROSE IVY G. YEPES			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU			