

OP# 45-47
1/15/21

PPMP #: 101-1-222-2021-8-0-2

STF-2020-10-00527



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

PURCHASE REQUEST

STF-21-01-0006

Dept./Office: **REGISTRAR**

PR #: **STF-2020-10-00527** *10066*

Date: **10-19-2020**

Section/End-User: **Arnulfo T. Galenzoga**

Category: **Printing Services**

Funding Source: **Special Trust Fund**

Project Title/Code: **STF-Graduation and Diploma Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing of diploma cover for VSU external graduates without address	pcs	3000	110.00		330,000.00

Specification:

Cloth bound, yellow color with VSU Seal with corner holder inside back cover

Note: Please use Arlin cloth for the cover and follow attached sample and the kind of material. Present sample output first to end-user before printing.

2	Printing of Diploma form	pcs	2000	20.00		40,000.00
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Specification:

Heading only with borderline heading; VISAYAS STATE UNIVERSITY: color: Brilliant green, border color" brilliant gold, kind of paper" sheepskin, 150 lbs.

TOTAL					370,000.00
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Purpose: For office use

Checked by: JED ASAPH D. CORTES TWG - Printing Services	Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE
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Signature: Printed Name: Designation:	Requested by: ARNULFO T. GALENZOGA END USER	Noted by: MARWEN A. CASTAÑEDA UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU
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