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PR-2024-1002-227008



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

PURCHASE REQUEST

PPMP No.: **PPMP-2025-092524-0549**PR No.: **GF-2024-10-01850**Date: **10-02-2024**Dept./Office: **CME****Category: Office Supplies
and General Merchandise
Products**Section/End-User: **Geecel F. Galvez**Funding Source: **General Fund - MOOE**Project Title/Code: **Procurement 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	mugs breakable	pc	7	50.00		350.00
Specification: Coffee mugs						
2	Spoon & Fork set	dozen	2	100.00		200.00
TOTAL						550.00

Purpose: for office use

Checked by:

VIVIAN V. BALBARINO

Funds Available:

ALICIA M. FLORESTWG - Office Supplies and General Merchandise Products *with tag*
HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 GEECEL F. GALVEZ	 LILIAN B. NUÑEZ	 PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU