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PR-2024-0827-218653



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-082224-0369**PR No.: **STF-2024-08-01598**Date: **08-27-2024**Dept./Office: **DPM**Category: **IT Supplies and
Equipment**Section/End-User: **Raul Anthony S. Valenzona**Funding Source: **Special Trust Fund**Project Title/Code: **DPM-2024_Gestetner Ink-Masteroll**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	pieces	5	1,080.24		5,401.20
2	Master roll for DX-2430 copy printer, 100 cuts	pieces	5	1,960.00		9,800.00
TOTAL						15,201.20

Purpose: Printing of instructional materials/exams

Checked by: NORMAN O. VILLAS		Funds Available: ALICIA M. FLORES <i>UNIFAST</i>	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Prepared by: RAUL ANTHONY S. VALENZONA	Noted by: ROBELYN T. PIAMONTE	Approved by: PROSEIVY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			