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PR-2024-1008-228956



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

PURCHASE REQUEST

RECEIVED
 OCT 18 2024

PPMP No. : PPMP-2025-092624-0609

Dept./Office: LDHRAO

PR No.: STF-2024-10-02521

Date: 10-08-2024

Section/End-User: Jonathan Eduard S. Cabal

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: LDHRAO-2025-1

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Crayons, 48 colors	box of 50's	15	400.00		6,000.00
2	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
3	Envelope, Document, Brown, 150 lbs, Short	pc	30	5.00		150.00
4	Envelope, Expanding, with garter tie, brown, long	pc	60	20.00		1,200.00
5	Folder, Expanded, Long (Light Blue)	pcs	50	30.00		1,500.00
6	Folder, File, Long, 14pts, White	piece	250	10.00		2,500.00
7	Lei Necklace	piece	50	200.00		10,000.00

Specification:

Specification:

- Cloth
- Green/Gold/Yellow

8	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
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Specification:

bright white, high premium quality

9	Paper, Laid 8 x 13 90gsm Ivory	boxes	1	1,415.00		1,415.00
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TOTAL

27,310.00

Purpose: For Trainings and Office Supplies

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Prepared by: 	Noted by:  6/9/24	Approved by: 
Printed Name:	JONATHAN EDUARD S. CABAL	LUVILLA G. ALCOBER	PROSEMY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU