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PR-2024-1011-230187



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0647**Dept./Office: **IHK**PR No.: **STF-2024-10-02975**Date: **10-11-2024**Section/End-User: **Marvin B. Bandalan**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **Athletic Fee 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Laminating Film, A4, 100 shts/box, 250 microns	boxes	2	1,430.00		2,860.00
2	Regular male plug 10A 250 VOLTS	pc	1	25.00		25.00
3	Vellum Paper A4	reams	5	290.00		1,450.00

Specification:

100pc/pack 220gsm A4 Vellum, white color

	TOTAL					4,335.00
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Purpose: For office use

Checked by: VIVIAN V. BALBARINO		Funds Available: ALICIA M. FLORES <i>UNIFAST</i>	
TWG - Office Supplies <i>Per 10/14/24</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	MARVIN B. BANDALAN	ALELI A. VILLOCINO	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU