



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

PURCHASE REQUEST

PPMP No. : 154-1-59-2024-1-0-2

Dept./Office: **ODIE**

PR No.: **STF-2024-02-00583**

Date: **02-20-2024**

Section/End-User: **Ma. Rachel Kim L. Aure**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **OVPA 2024 (Curriculum Facilities)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Fastener, Paper, plastic, 50 sets/box	boxes	500	40.00		20,000.00
2	Folder, Pressboard, US, Blue, Long	pieces	1000	30.00		30,000.00
3	Folder, Pressboard, US, Green, Long	pcs	1000	35.00		35,000.00
TOTAL						85,000.00

Purpose: These are needed as additional supplies and materials for the Instruction and Evaluation Office.

Checked by:		Funds Available:	
 SHALOM GRACE C. SUGANO		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 MA. RACHEL KIM L. AURE	 BEATRIZ S. BELONIAS	 DANIEL LESLIE S. TAN
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU