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PR-2024-1003-227355



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0460**Dept./Office: **DMath**PR No.: **STF-2024-10-02010**Date: **10-03-2024**Section/End-User: **Genalyn M. Apas**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DMath-2025 (STF-Lab Fees)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	16	165.00		2,640.00
2	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
Specification: bright white, high premium quality						
3	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
Specification: bright white, high premium quality						
4	Pen, Whiteboard Marker, blue,	pieces	31	50.00		1,550.00
TOTAL						16,070.00

Purpose: For office use

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by: GENALYN M. APAS Admin. Aide II	Noted by: EUSEBIO R. LINA JR. UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU