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PR-2023-0712-129987

Op 8/24/23



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

TO OVPSAS

PURCHASE REQUEST

PPMP No. : 133-5-614-2023-6-0-6

Dept./Office: OVPSAS

PR No.: GF-2023-07-01165

Date: 07-12-2023

Section/End-User: Sheila Marie C. Lemos

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: OVPSAS-2023-fixture&supplies

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Pressboard, A4, US Green, Double Fold	pcs	10	40.00	SHEILA MARIE C. LEMOS	400.00
Specification: Folder, pressboard, A4, US Green, double fold						
2	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00	SHEILA MARIE C. LEMOS	7,225.00
Specification: bright white, high premium quality						
3	Paper, Bond, Long, S-24, 80 gsm	reams	15	328.00	SHEILA MARIE C. LEMOS	4,920.00
Specification: bright white, high premium quality						
TOTAL						12,545.00
Purpose: For office use.						
Checked by: JED ASAPH D. CORTES TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	SHEILA MARIE C. LEMOS		ALELI A. VILLOCINO oic 7/12/23		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	

8/24/23