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PR-2023-1017-151959



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

PURCHASE REQUEST

PPMP No. : 131-3-1544-2023-8-0-2

Dept./Office: **MMDC**PR No.: **IGP-2023-10-02601**Date: **10-17-2023**Section/End-User: **Windy O. Tuyan**Category: **Office Supplies**Funding Source: **Income Generating Project**Project Title/Code: **VSU PRINTING PRESS-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Glue, White, All-purpose, 1 gallon	gallons	10	600.00		6,000.00
2	Haspi Paper Green	roll	5	7,000.00		35,000.00
3	Paste Board # 25	sheets	150	60.00		9,000.00
4	Stamping foil, Gold	roll	2	900.00		1,800.00
TOTAL						51,800.00

Purpose: for additional supplies for printing and binding used.

Checked by:		Funds Available:	
SHALOM GRACE C. SUGANO		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	WINDY O. TUYAN	ULDERICO B. ALVIOLA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU