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PR-2024-1008-228577



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0541**Dept./Office: **CAFS**PR No.: **STF-2024-10-02354**Date: **10-08-2024**Section/End-User: **Remenita J. Solis**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **CAFS STF-Lab. Share 2025**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--|--|------|-----|-----------|---------|-----------------|
| 1 | Coffee/Tea Mug with Saucer Plate | set | 2 | 550.00 | | 1,100.00 |
| Specification: ?7 oz or 210ml ?Set of 6 ?Porcelain ?Plain white ?All must be uniform in color, size, and style | | | | | | |
| 2 | Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole | pcs | 1 | 1,500.00 | | 1,500.00 |
| 3 | Tissue, Bathroom, 2 Ply, 12rolls/pack | pack | 5 | 204.00 | | 1,020.00 |
| TOTAL | | | | | | 3,620.00 |

Purpose: CAFS Dean's Office use

| | | | |
|---|-------------------------|--|-------------------------------|
| Checked by: | | Funds Available: | |
| VIVIAN V. BALBARINO TWG - Office Supplies | | ALICIA M. FLORES HEAD, BUDGET OFFICE | |
| Signature: | Prepared by: | Noted by: | Approved by: |
| Printed Name: | REMENTA J. SOLIS | SUZETTE B. LINA | PROSE IVY G. YEPES |
| Designation: | | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |