



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

## PURCHASE REQUEST

PPMP No. : 131-3-1544-2023-5-0-1

Dept./Office: **MMDC**

PR No.: **IGP-2023-07-01212**

Date: **07-18-2023**

Section/End-User: **Windy O. Tuyan**

Category: **Printing Services**

Funding Source: **Income Generating Project**

Project Title/Code: **PRINTING PRESS-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Leroy Letter Types for Stamping Machine</b>	sets	2	3,500.00		7,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Font Helvetica or Arial</li> <li>• 16 points - 1set</li> <li>• 24 points- 1 set</li> </ul>						
<b>TOTAL</b>						<b>7,000.00</b>
Purpose: For stamping machine uses.						
Checked by:  <b>JED ASAPH D. CORTES</b> TWG - Printing Services				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature:	Requested by: 	Noted by: 	Approved by: 			
Printed Name:	<b>WINDY O. TUYAN</b>	<b>JED ASAPH D. CORTES</b>	<b>EDGARDO E. TULINO</b>			
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>			