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PR-2025-0328-263811

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

PURCHASE REQUEST

PPMP No. : PPMP-2025-031025-1017

Dept./Office: DPM

PR No.: TF-2025-03-00451

Date: 03-28-2025



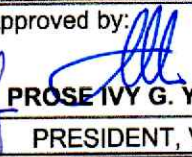
Section/End-User: Justine Bennette H. Millado

Category: Office Supplies

Funding Source: Trust Fund

Project Title/Code: 20201050-1.123

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	11 - 25	1,250.00		31,250.00
Specification: Specifications: <ul style="list-style-type: none"> • 70 gsm • Weight per Box: 12kg • Product Dimension: A4: 8.5in x 9in x 12.2in • Color: White • Works with laser/inkjet printers, copiers, and fax machines. • Paper rolls are tightly wound and precisely cut for high-quality output. • Lint-free, bright white paper. • The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality. 						
2	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	20	650.00		13,000.00
Specification: 75% alcohol solution						
3	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	13	150.00		1,950.00
Specification:						
TOTAL						46,200.00
Purpose: For Office Use						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies				Funds Available: NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE		

Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	JUSTINE BENNETTE H. MILLADO	JUSTINE BENNETTE H. MILLADO	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU