



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

## PURCHASE REQUEST

PPMP No. : 125-4-2141-2023-2-0-0		PR No.: TF-2023-05-00902		Date: 05-29-2023	
Dept./Office: TBI		Category: Office Supplies		Duration: 2023-01-01 to 2023-12-31	
Section/End-User: Emy Goritte E. Gorra		Project Title/Code: 20201050-1.105.3/ Project 3: Regional Agri-Aqua Technology Business Incubation Program in ViCARP			
Funding Source: Trust Fund					

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	10	150.00		1,500.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>Double Sided Glossy Photo Papers are ideal when it comes to printing photos, with both sides of the paper specially coated which gives prints that maximum shiny finish and vividness that are true to the image. These photo papers doesn't wrinkle or curl during printing and with a nice weight added to it. These are available in A4 &amp; A3 size and in different paper thickness.</li> <li>Paper Size - A4</li> <li>Number of Sheets - 50</li> <li>Paper Texture - Glossy</li> <li>Paper Grammage - 220gsm</li> </ul>						
2	Neck lanyard or ID sling (black)	pc	250	25.00		6,250.00
3	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
4	Roll up banner stand, compatible with tarpaulin (2 ft x 5 ft), material: Aluminum with carrying bag	pcs	3	800.00		2,400.00
<b>Specification:</b> Roll up banner stand, compatible with tarpaulin (2 ft x 5 ft), material: Aluminum with carrying bag						
<b>TOTAL</b>						<b>11,900.00</b>

Purpose: Office and training supplies

Checked by:  <b>JED ASAPH D. CORTES</b> TWG - Office Supplies	Funds Available:  <b>NICK FREDDY R. BELLO</b> HEAD, ACCOUNTING OFFICE
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Signature: Printed Name: <b>EMY GORITTE E. GORRA</b> Designation: <b>END USER</b>	Requested by:  <b>MARLON M. TAMBIS</b> UNIT HEAD, PROJECT LEADER	Noted by:  <b>EDGARDO E. TULIN</b> PRESIDENT, VSU	Approved by:  <b>EDGARDO E. TULIN</b> PRESIDENT, VSU
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