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PR-2023-0513-117225



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

PURCHASE REQUEST

PPMP No. : 133-1-614-2023-7-0-0

Dept./Office: **OVPSAS**PR No.: **STF-2023-05-00859**Date: **05-13-2023**Section/End-User: **Sheila Marie C. Lemos**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **OVPSAS-STF-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	pcs	5	252.00	SHEILA MARIE C. LEMOS	1,260.00
2	Envelope, Document, Brown, 150 lbs, Long	pc	10	7.00	SHEILA MARIE C. LEMOS	70.00
3	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00		150.00
TOTAL						1,480.00

Purpose: office use

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

SHEILA MARIE C. LEMOS

Designation:

END USER

Noted by:

ALELI A. VILLOCINO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU