

CP 3/28

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PR-2025-0327-263320



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-032625-1065**

Dept./Office: **CaO**

Section/End-User: **Valerie C. Valenzona**

Funding Source: **Income Generating Project - MOOE**

PR No.: **IGP-2025-03-00423**

Date: **03-27-2025**

Category: **Office Supplies**

Project Title/Code: **CaO-2025 Receipts**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Continuous Official Receipt	boxes	100	4,165.00		416,500.00

**Specification:**

Personalized, continuous and carbonized official receipt.

2	Official Receipt	pads	250	363.00		90,750.00
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**Specification:**

Personalized and carbonized official receipt.

<b>TOTAL</b>						<b>507,250.00</b>
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Purpose: for office use

Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies 3/27/25	Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE 3/28/25
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Signature: Printed Name: Designation:	Prepared by:  <b>VALERIE C. VALENZONA</b>	Noted by:  <b>QUEEN-EVERY Y. ATUPAN</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU 3/28/25
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