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PR-2025-0521-273475



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-050525-1148**Dept./Office: **BIDANI**PR No.: **GF-2025-05-00656**Date: **05-21-2025**Section/End-User: **Melodina P. Edullantes**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EXT01-BIDANI**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
Specification: bright white, high premium quality						
3	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	10	45.00		450.00
4	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	2	400.00		800.00
TOTAL						6,640.00

Purpose: for office use

Checked by:

[Signature]
VIVIAN V. BALBARINO

Funds Available:

[Signature]
ALICIA M. FLORES 2024-25
 HEAD, BUDGET OFFICE

TWG - Office Supplies

on 5/22/25

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	MELODINA P. EDULLANTES	LILIAN B. NUÑEZ	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU