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PR-2024-0925-224831



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2024-090924-0412**PR No.: **GF-2024-09-01728**Date: **09-25-2024**Dept./Office: **IAO**Category: **Awards & Tokens**Section/End-User: **Mark Florence L. Ygaña**Project Title/Code: **IAO-2024 VSU Token VSU Brand Merch**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>VSU Branded Cap</b>	pcs	100	400.00		40,000.00
<b>Specification:</b>  VSU Branded Cap with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
2	<b>VSU Branded Keychain</b>	pcs	100	200.00		20,000.00
<b>Specification:</b>  VSU Branded Keychain with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
3	<b>VSU Branded Paper Weight</b>	pcs	250	150.00		37,500.00
<b>Specification:</b>  VSU Branded Paper Weight with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
4	<b>VSU Branded Pens (Blue)</b>	pcs	200	200.00		40,000.00
<b>Specification:</b>  VSU Branded Pens (Blue color) with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
5	<b>VSU Branded Tote Bag</b>	pcs	250	200.00		50,000.00
<b>Specification:</b>  VSU Branded Tote Bag with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
6	<b>VSU Branded Tumbler</b>	pcs	100	400.00		40,000.00
<b>Specification:</b>  VSU Tumbler 600ML with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
7	<b>VSU Branded Umbrella</b>	pcs	200	200.00		40,000.00
<b>Specification:</b>						

VSU Branded Umbrella with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

**TOTAL**

**267,500.00**

Purpose: for office use

Checked by:

**MARIANE U. DELA PEÑA**

TWG - Awards & Tokens

Funds Available:

**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

IP-ARP  
for obligation  
until DEC-2024

Signature:

Printed Name:

Designation:

Prepared by:

**MARK FLORENCE L. YGAÑA**

Noted by:

**HANZEL N. MEJIA**

UNIT HEAD, PROJECT LEADER

Approved by:

**PROSE IVY G. YEPES**

PRESIDENT, VSU