

SCAN HERE



PR-2023-1024-153161



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

PURCHASE REQUEST

PPMP No. : 228-1-1038-2024-7-0-1

Dept./Office: **UR**

PR No.: **STF-2023-10-02627**

Date: **10-24-2023**

Section/End-User: **Homer Lois P. Napoles**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **STF - Graduation and Diploma Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Notarial Seal, #24-21/8", Gold, Shiny, Self Adhesive, 1000 pcs/roll	rolls	14	1,000.00		14,000.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	55	289.00		15,895.00
Specification: bright white, high premium quality						
3	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
Specification: bright white, high premium quality						
4	Paper, Bond, Short, S-24, 80 gsm	reams	25	277.00		6,925.00
Specification: bright white, high premium quality						
TOTAL						53,220.00

Purpose: For Office use.

Checked by:		 SHALOM GRACE C. SUGANO		Funds Available:		 ALICIA M. FLORES	
		TWG - Office Supplies				HEAD, BUDGET OFFICE	
Requested by:		 MIRIAM M. DE LA TORRE		Noted by:		 MARWEN A. CASTAÑEDA	
Signature:				Approved by:		 EDGARDO E. TULIN	
Printed Name:		HOMER LOIS P. NAPOLES				PRESIDENT, VSU	
Designation:		END USER				UNIT HEAD, PROJECT LEADER	