

SCAN HERE



PR-2024-1004-227735



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0039**Dept./Office: **OHCPD**PR No.: **GF-2024-10-02065**Date: **10-04-2024**Section/End-User: **Roldan . Omalay**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CPD PPMP 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Steel Cabinet, 4 drawers with lock, vertical, black	unit	1	11,000.00		11,000.00
2	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	100	60.00		6,000.00

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

TOTAL						17,000.00
--------------	--	--	--	--	--	------------------

Purpose: Office Use

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies			Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	ROLDAN . OMALAY	CHRISTY M. DESADES	PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		