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PR-2023-0817-139119



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

PURCHASE REQUEST

PPMP No. : 246-5-1551-2024-7-0-4

PR No.: GF-2023-08-01875

Date: 08-17-2023

Dept./Office: DSO

Category: Office Supplies

Section/End-User: Junard C. Gucela

Project Title/Code: DSO-Office of Career JOB
placement 2024

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Data Filer, Big size, Legal	pieces	20	500.00		10,000.00
2	Folder, Ordinary, A4	pcs	500	7.00		3,500.00
Specification: Folder, Ordinary, A4						
3	Paper, Bond, A4, S-24, 80 gsm	reams	6	289.00		1,734.00
Specification: bright white, high premium quality						
4	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00		230.00
TOTAL						15,464.00

Purpose: OFFICE SUPPLIES

Checked by:

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

JUNARD C. GUCELA

Designation:

END USER

Noted by:

CHONA A. BRIT

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU