



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0635**

PR No.: **GF-2024-10-02245**

Date: **10-07-2024**

Dept./Office: **IAO**

Category:

**Communication/Courier
Services**

Section/End-User: **Mark Florence L. Ygaña**

Funding Source: **General Fund - MOOE**

Project Title/Code: **IAO-2025 Courier Service**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Courier services	unit	150	200.00		30,000.00
	TOTAL					30,000.00

Purpose: for office use

Checked by:		Funds Available:	
MARIANE U. DELA PEÑA		ALICIA M. FLORES	
TWG - Communication/Courier Services		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	MARK FLORENCE L. YGAÑA	HANZEL N. MEJIA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU