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PR-2024-1010-229858



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0577**PR No.: **STF-2024-10-02906**Date: **10-10-2024**Dept./Office: **CAS**Category: **Office Supplies**Section/End-User: **Clarisa I. Visca**Project Title/Code: **PPMP 2025-Faculty of Natural and Mathematical Sciences**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
2	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
3	Ruler, Plastic, 12"	pieces	1	15.00		15.00
	TOTAL					705.00

Purpose: For office use

Checked by:

NO TWG
VIVIAN V. BALBARINOO

Funds Available:

UNIFAST
ALICIA M. FLORES
 HEAD, BUDGET OFFICE

TWG - Office Supplies

Signature:

Prepared by:

Noted by:

Approved by:

Printed Name:

CLARISA I. VISCA**GLENN G. PAJARES****PROSE IVY G. YEPES**

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU