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PR-2024-1008-228726



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0493**Dept./Office: **NSTPO**PR No.: **STF-2024-10-02444**Date: **10-08-2024**Section/End-User: **Marlon V. Dampios**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **NSTP Office Supplies and Equipment**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	11	289.00		3,179.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-24, 80 gsm	reams	3	328.00		984.00
Specification: bright white, high premium quality						
TOTAL						4,163.00
Purpose: for NSTP Office Supplies and Trainings						
Checked by: VIVIAN V. BALBARINO				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
TWG - Office Supplies <i>on 10/6/24</i>						
Signature:	Prepared by:	Noted by:			Approved by:	
Printed Name:	MARLON V. DAMPIOS	DARIO P. LINA			PROSE IVY G. YEPES	
Designation:		UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	