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PR-2025-0521-273493



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-012425-0897**Dept./Office: **ULC**PR No.: **GF-2025-05-00658**Date: **05-21-2025**Section/End-User: **Maegan Lou A. Aruta**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ULC-GF MOOE-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Special Haspi Green (Standard Size)	rolls	5	6,000.00	VICENTE A. GILOS	30,000.00
2	Wood floor wax 900g	can	13	336.00	VICENTE A. GILOS	4,368.00
TOTAL						34,368.00

Purpose: Contingency fund for the University Learning Commons for 2025 unforeseen needs

Checked by:

VIVIAN V. BALBARINO

Funds Available:

ALICIA M. FLORES 201-25

TWG - Office Supplies

8/5/23/25

HEAD, BUDGET OFFICE

Signature:

Prepared by:

MAEGAN LOU A. ARUTA

Noted by:

VICENTE A. GILOS

Approved by:

PROSE IVY G. YEPES

Designation:

UNIT HEAD, PROJECT LEADER**PRESIDENT, VSU**