



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

PURCHASE REQUEST

PPMP No. : 131-1-1544-2024-1-0-3

Dept./Office: **MMDC**

PR No.: **STF-2024-02-00665**

Date: **02-26-2024**

Section/End-User: **Windy O. Tuyan**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **VSU WEBTEAM-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	12	115.00		1,380.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	12	125.00		1,500.00
3	Golf Umbrella	pcs	3	300.00		900.00
Specification:						
High Quality Golf Umbrella, BIG, Green Color, 30 inches						
4	Tape, Duct, 2" x 25m, Black/Grey	rolls	10	180.00		1,800.00
TOTAL						5,580.00

Purpose: For VSU Anniversary uses.

Checked by:		Funds Available:	
SHALOM GRACE C. SUGANO		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	WINDY O. TUYAN	ULDERICO B. ALVIOLA	DANIEL LESLIE S. TAN
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU