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PR-2025-0310-259836

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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-030625-1000**Dept./Office: **DPM**PR No.: **TF-2025-03-00319**Date: **03-10-2025**Section/End-User: **Justine Bennette H. Millado**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **101T 20201050-6 Admin Cost**

101T 20201050- G.L.114

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	5	1,250.00		6,250.00

Specification:
Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

TOTAL						6,250.00
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Purpose: For office use

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO		 NICK FREDDY R. BELLO	
TWG - Office Supplies 8/11/25		HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 JUSTINE BENNETTE H. MILLADO	 JUSTINE BENNETTE H. MILLADO	 PROSE IVY G. YEPES
Printed Name:			
Designation:			
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU