



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0595**

PR No.: **GF-2024-10-02252**

Date: **10-07-2024**

Dept./Office: **IAO**

Category: **Awards & Tokens**

Section/End-User: **Mark Florence L. Ygaña**

Project Title/Code: **2025 IAO VSU Merchandise Tokens
for VSU Guest**

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	VSU Branded Keychain	pcs	300	200.00		60,000.00
Specification: VSU Branded Keychain with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
2	VSU Branded Mug	pcs	225	200.00		45,000.00
Specification: VSU Mug with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
3	VSU Branded Paper Weight	pcs	300	150.00		45,000.00
Specification: VSU Branded Paper Weight with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
4	VSU Branded Pens (Blue)	pcs	200	200.00		40,000.00
Specification: VSU Branded Pens (Blue color) with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
5	VSU Branded Tote Bag	pcs	500	200.00		100,000.00
Specification: VSU Branded Tote Bag with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
6	VSU Branded Tumbler	pcs	400	400.00		160,000.00
Specification: VSU Tumbler 600ML with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
7	VSU Branded Umbrella	pcs	250	200.00		50,000.00
Specification:						

VSU Branded Umbrella with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

TOTAL

500,000.00

Purpose: for Office Use

Checked by:

MARIANE U. DELA PEÑA

TWG - Awards & Tokens

Funds Available:

ALICIA M. FLORES *W 10-ARP 2025*

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

MARK FLORENCE L. YGAÑA

Noted by:

HANZEL N. MEJIA

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU