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PR-2024-0308-184518



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

## PURCHASE REQUEST

PPMP No. : 131-1-1544-2024-2-0-5

PR No.: STF-2024-03-00852

Date: 03-08-2024

Dept./Office: MMDC

Category: Printing Services

Section/End-User: Windy O. Tuyan

Project Title/Code: UNIVERSITY INTEGRATED MEDIA  
CENTER-2024

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Tarpaulin Printing 2024	lot	1	15,000.00		15,000.00

**Specification:**

Specification:

- For VSU Anniversary Events
- Total of 1000 sq.m.
- Designs will be prepared by end user
- 1 inch allowance, with 6 eyelets ( 1 on each corner, 1 top and 1 bottom center)
- To be printed in various sizes on certain days
- Printer must be within a 15km radius of VSU's main campus
- Tarpaulin must be delivered within the day (for files sent at 3:00 PM or earlier)

	<b>TOTAL</b>					<b>15,000.00</b>
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Purpose: For Centennial Anniversary.

Checked by:  <b>ULDERICO B. ALVIOLA</b> TWG - Printing Services		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Prepared by:  <b>WINDY O. TUYAN</b>	Noted by:  <b>ULDERICO B. ALVIOLA</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>DANIEL LESLIE S. TAN</b> PRESIDENT, VSU