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PR-2023-1024-153089



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

PURCHASE REQUEST

PPMP No. : 228-1-1038-2024-7-0-3

Dept./Office: **UR**

PR No.: **STF-2023-10-02620**

Date: **10-24-2023**

Section/End-User: **Homer Lois P. Napoles**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **STF - Transcript of Records**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
Specification: bright white, high premium quality						
TOTAL						45,300.00

Purpose: For office use

Checked by:		Funds Available:	
SHALOW GRACE C. SUGANO		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Noted by:	Approved by:	
Printed Name:	MIRIAM M. DE LA TORRE	EDGARDO E. TULIN	
Designation:	MARWEN A. CASTAÑEDA	PRESIDENT, VSU	
	UNIT HEAD, PROJECT LEADER		
	END USER		