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PR-2024-0523-198635



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-052224-0143**Dept./Office: **ODIE**PR No.: **STF-2024-05-01175**Date: **05-23-2024**Section/End-User: **Ma. Rachel Kim L. Aure**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **Graduation2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Glue Gun, Big (approx. 7x18x 28cm)	pcs	6	355.00		2,130.00
2	Glue Stick, Big, for Glue Gun	pieces	40	10.00		400.00
3	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	10	450.00		4,500.00
4	Ribbon, Satin Cloth, Gold, 2"	rolls	10	300.00		3,000.00
5	Ribbon, Satin Cloth, Green, 2"	roll	10	300.00		3,000.00
6	Safety pins	boxes	5	200.00		1,000.00
Specification: Safety pins #0						
7	Scotch Tape	pcs	12	30.00		360.00
Specification: Scotch tape 50m 1/2"						
8	Tape Dispenser, 1" tape, big core, any color	pcs	5	115.00		575.00
9	Tassel	rolls	5	200.00		1,000.00
Specification: Lace tassel 2", 36 yards, green & gold						
TOTAL						15,965.00
Purpose: These are urgently needed for the VSU Commencement Exercises 2024 this coming Aug 1, 2024.						
Checked by: SHALOM GRACE S. VEGA TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	MA. RACHEL KIM L. AURE		MA. RACHEL KIM L. AURE		PROSE MY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	