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PR-2023-1115-156964



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

PURCHASE REQUEST

PPMP No. : 10-5-3114-2023-10-0-8

Dept./Office: **DPBG**PR No.: **GF-2023-11-02849**Date: **11-15-2023**Section/End-User: **Carlo B. Bestorillo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2023-1b**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	4	368.00		1,472.00
2	Nylon, #300, for grass cutter	kl	2	450.00		900.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

Specification:

bright white, high premium quality

4	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
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Specification:

bright white, high premium quality

TOTAL						8,542.00
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Purpose: For jackfruit project use

Checked by:	Funds Available:
SHALOM GRACE C. SUGANO	ALICIA M. FLORES
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	CARLO B. BESTORILLO	JULIEN R. DEROY	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU