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PR-2023-0217-97515



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

PURCHASE REQUEST

PPMP No. : 24-5-752-2023-0-0-15

Dept./Office: PRCRTC

PR No.: GF-2023-02-00223

Date: 02-17-2023

Section/End-User: Marlon M. Tambis

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: VSU-FTP-2023-1

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--|--|--------|---------------------------|--|-------------------------|-----------------|
| 1 | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent | tubes | 2 | 220.00 | | 440.00 |
| 2 | Paper, Bond, A4, S-24, 80 gsm | reams | 2 | 289.00 | | 578.00 |
| Specification: bright white, high premium quality | | | | | | |
| 3 | Paper, Bond, Long, S-20, 70 gsm | reams | 2 | 286.00 | | 572.00 |
| Specification: bright white, high premium quality | | | | | | |
| 4 | Pen, Ball, blue | pieces | 3 | 10.00 | | 30.00 |
| TOTAL | | | | | | 1,620.00 |
| Purpose: for office use | | | | | | |
| Checked by: JED ASAPH D. CORTES TWG - Office Supplies | | | | Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE | | |
| Signature: | Requested by: | | Noted by: | | Approved by: | |
| Printed Name: | MARLON M. TAMBIS | | MARLON M. TAMBIS | | EDGARDO E. TULIN | |
| Designation: | END USER | | UNIT HEAD, PROJECT LEADER | | PRESIDENT, VSU | |