



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

PURCHASE REQUEST

PPMP No. : 2-1-2093-2024-1-0-3

PR No.: STF-2024-02-00637

Date: 02-23-2024

Dept./Office: **DAS**

Category: **Office Supplies**

Section/End-User: **Poca Joe A. Didal**

Project Title/Code: **Centennial Livestock and Poultry
Expo c/o OVPAF**

Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Empty Water Bottle (5 gallon), round, blue	pc	2	190.00		380.00
2	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	4	250.00		1,000.00
3	Ribbon, Satin	rolls	2	120.00		240.00
Specification: ?1 inch ?assorted neon colors for markings						
4	Trapal/Lona, heavy duty, 20 meters	rolls	1	4,000.00		4,000.00
TOTAL						5,620.00

Purpose: VSU Centennial Celebration

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: POCA JOE A. DIDAL	Noted by: MANUEL D. GACUTAN JR. UNIT HEAD, PROJECT LEADER	Approved by: DANIEL LESLIE S. TAN PRESIDENT, VSU Mar. 4, 2024
Printed Name:			
Designation:			