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PR-2024-0415-191097



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-041224-0065**PR No.: **TF-2024-04-01038**Date: **04-15-2024**Dept./Office: **NCRC-V**Category: **Office Supplies**Duration: **2024-03-04**Section/End-User: **Jovannemar P. Anire**Project Title/Code: **101T 20201050-1.121**to
2025-12-31Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Data filer A4 Size	pcs	2	250.00		500.00
2	Data filer box, double, 11 x 40 x 24cm	pcs	2	500.00		1,000.00
3	Ink, Refill, for Permanent Marker, Black, 30mL	btls	10	115.00		1,150.00
4	Kitchen paper towel	pack	12	100.00		1,200.00
5	Record Book, Big, 500 pages	pcs	3	175.00		525.00
TOTAL						4,375.00

Purpose: project use

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by: JOVANNEMAR P. ANIRE	Noted by: JOVANNEMAR P. ANIRE	Approved by: PROSE IVY G. YEPES
Printed Name:	JOVANNEMAR P. ANIRE	JOVANNEMAR P. ANIRE	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU