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PR-2025-0801-288576



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-073025-1341**PR No.: **GF-2025-08-00949**Date: **08-01-2025**Dept./Office: **DBS**Category: **Office Supplies**Duration: **2025-07-01**Section/End-User: **MA. STEPHANIE V. GARCIA**

Project Title/Code:

to
2025-12-31Funding Source: **General Fund - MOOE****DBS.FNMS.0325-0326-01**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	2	1,250.00		2,500.00

Specification:
Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

2	bond paper, long	ream	3	350.00		1,050.00
TOTAL						3,550.00

Purpose: For Office supplies

Checked by: VIVIAN V. BALBARINO			Funds Available: ALICIA M. FLORES		
TWG - Office Supplies			HEAD, BUDGET OFFICE		
Signature:	Prepared by: MA. STEPHANIE V. GARCIA	Noted by: RAFAEL JUNNAR P. DUMALAN	Approved by: PROSE IVY G. YEPES		
Printed Name:					
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		