

SCAN HERE



PR-2025-0625-280598



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-060525-1225**Dept./Office: **CASL**Section/End-User: **Juvylyn G. Niegas**Funding Source: **Special Trust Fund - MOOE**
 PR No.: **STF-2025-06-00750**
 07-00788
Category: **Office Supplies**Date: **06-25-2025**Project Title/Code: **CASL-CF-02**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Contingency Fund (Petty Expenses)	lot	1	10,000.00		10,000.00
Specification: For petty expenses of the office						
2	CONTINGENCY FUND (for unforeseen expenses)	lot	1	15,000.00		15,000.00
	TOTAL					25,000.00

Purpose: Emergency purchase

Checked by: VIVIAN V. BALBARINO		Funds Available: ALICIA M. FLORES	
TWG - Office Supplies <i>on 6/26/25</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by: JUVYLYN G. NIEGAS	Noted by: JAMES A. PATINDOL	Approved by: PROSEMY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>7/8/25</i>
Designation:			