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PR-2022-0916-64040



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

## PURCHASE REQUEST

Dept./Office: **IHK**PR No.: **STF-2022-09-01884**Date: **09-16-2022**Section/End-User: **Bethlehem B. Catorce**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **VSU Intramural 2022**

| Item #       | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost       |
|--------------|------------------|------|-----|-----------|---------|------------------|
| 1            | Balloons         | pack | 7   | 100.00    |         | 700.00           |
| 2            | Bouquette        | pc   | 3   | 350.00    |         | 1,050.00         |
| 3            | Crown            | pc   | 2   | 3,000.00  |         | 6,000.00         |
| 4            | Party Popper     | pc   | 10  | 200.00    |         | 2,000.00         |
| 5            | Sash             | pc   | 20  | 250.00    |         | 5,000.00         |
| <b>TOTAL</b> |                  |      |     |           |         | <b>14,750.00</b> |

Purpose: Cups and medales for awards to be use for the university Student Intramural Games 2022

|                                                                   |                                                              |                                                                        |                                                               |
|-------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------|
| Checked by:<br><br><b>DOREEN B. ALBA</b><br>TWG - Office Supplies |                                                              | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                                                               |
| Signature:                                                        | Requested by:<br><br><b>BETHLEHEM B. CATORCE</b><br>END USER | Noted by:<br><br><b>CHARIS B. LIMBO</b><br>UNIT HEAD, PROJECT LEADER   | Approved by:<br><br><b>EDGARDO E. TULIN</b><br>PRESIDENT, VSU |