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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**PR No.: **STF-2025-06-00750**Date: **06-25-2025**Section/End-User: **Juvylyn G. Niegas**Category: **Office Supplies**Funding Source: **Special Trust Fund - MOOE**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 TWG - Office Supplies <i>RM 6/26/25</i>				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>W 155 64 4/27</i>		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	JUVYLYN G. NIEGAS	JAMES A. PATINDOL		PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		