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PR-2025-0310-259950

3.E.29



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-030725-1009**PR No.: **TF-2025-03-00320**Date: **03-10-2025**Dept./Office: **DPM**Category: **Office Equipment**Section/End-User: **Raul Anthony S. Valenzona**Project Title/Code: **101T 20201050-6 Admin Cost-MJJCeniza**Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	pieces	4	1,080.24		4,320.96
2	Master roll for DX-2430 copy printer, 100 cuts	pieces	2	1,960.00		3,920.00
	TOTAL					8,240.96

Purpose: for printing of instructional materials

Checked by:		Funds Available:	
NORMAN O. VILLAS		NICK FREDDY R. BELLO	
TWG - Office Equipment		HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	RAUL ANTHONY S. VALENZONA	MARIA JULIET C. CENIZA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU