



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

PURCHASE REQUESTPPMP No. : **PPMP-2025-031925-1054**Dept./Office: **RCCRDC**PR No.: **GF-2025-04-00553**Date: **04-23-2025**Section/End-User: **Anarose B. Romo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RCCRDC.A.III.C (OC)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Paper One bond paper	ream	2	1,500.00		3,000.00
2	CONTINGENCY FUND (for unforeseen expenses)	lot	1	15,000.00		15,000.00
3	Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	packs	12	50.00		600.00
TOTAL						18,600.00

Purpose: for center/training use

Checked by:

VIVIAN V. BALBARINO

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 ANAROSE B. ROMO	 DENNIS P. PEQUE	 PROSE IVY G. YEPES
Designation:	Clerk / DRC	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU