

to: CASH

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PR-2025-0327-263319



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0682**Dept./Office: **CaO**PR No.: **STF-2025-03-00422**Date: **03-27-2025**Section/End-User: **Valerie C. Valenzona**Category: **Office Supplies**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **CaO 2025 Receipts**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Continuous Official Receipt	boxes	100	4,165.00		416,500.00
Specification: Personalized, continuous and carbonized official receipt.						
2	Official Receipt	pads	250	363.00		90,750.00
Specification: Personalized and carbonized official receipt.						
TOTAL						507,250.00
Purpose: for office use						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>on 3/27/25</i>				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>NIAT</i>		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	VALERIE C. VALENZONA		QUEEN-EVER Y. ATUPAN		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU <i>for 09/18/25</i>	