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PR-2025-0506-270280



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-042525-1132**Dept./Office: **BuO**PR No.: **GF-2025-05-00573**Date: **05-06-2025**Section/End-User: **Winna A. Tagactac**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **BUDGET 2025 Office F&F**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Time Card for COMIX Time Recorder machine	pack of 100's	3	300.00		900.00

Specification:

- Dimension: 86.36 x 190.5mm (3.4 x 7.5 inches)
- Material: Paper, 100 pcs/pack
- Color: Red or Blue

	TOTAL					900.00
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Purpose: for office use

Checked by: VIVIAN V. BALBARINO		Funds Available: ALICIA M. FLORES	
TWG - Office Supplies <i>8 5625</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by: WINNA A. TAGACTAC	Noted by: ALICIA M. FLORES	Approved by: PROSEMY G. YEBES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU