



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

PURCHASE REQUEST

Dept./Office: **DBS**

PR No.: **TF-2022-02-00113**

Date: **02-14-2022**

Section/End-User: **Brenda Me P. Valenzona**

Category: **Office Supplies**

Funding Source: **Trust Fund**

Project Title/Code: **20201050-25**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00	ANALYN M. MAZO	2,890.00
Specification: bright white, high premium quality						
2	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00	ANALYN M. MAZO	408.00
TOTAL						3,298.00

Purpose: for Office Use

Checked by:		Funds Available:	
ALICIA M. FLORES		NICK FREDDY R. BELLO	
TWG - Office Supplies		HEAD, ACCOUNTING OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	BRENDA ME P. VALENZONA	ANALYN M. MAZO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU