

BUDGET UTILIZATION REQUEST AND STATUS				No.: 02-101101-2023		
VISAYAS STATE UNIVERSITY				Date: May 3, 2023		
Visca, Baybay City, Leyte				Fund: GF		
Payee:	ELIZABETH S. QUEVEDO					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure			
DoPAC	Replenishment of cash expenses in the amount of			4,427.25		
	Total			4,427.25		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above			
Signature			Signature			
Printed Name			Printed Name			
Position			Position			
Date			Date			
ELIZABETH S. QUEVEDO Head, DoPAC			ALICIA M. FLORES Head, Budget Unit/Authorized Representative			
C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2023	4,427.25		4,427.25	
		Totals	4,427.25		4,427.25	



Visayas State University
Visca, Baybay City Leyte

PURCHASE REQUEST

DEPT./OFFICE DoPAC			PR NO.		
SECTION/End-User		ELIZABETH S. QUEVEDO		Category: Office use	
Item No.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1	pc	Door knob 588 Ss	1	250.00	250.00
3	pk	Energizer Battery	2	64.50	129.00
4	pk	Energizer Battery	4	66.00	264.00
5	bag	Bathroom tissue	1	449.25	449.25
6	pk	Energizer AAA	2	57.00	114.00
7	pk	Energizer AAA	1	145.00	145.00
8	pk	Battery AA	2	57.00	114.00
9	pk	Battery AA	3	57.00	171.00
10	pc	Energizer Battery charger	1	848.00	848.00
11	pc	#10395 RapooXR200 presenter	1	995.00	995.00
12	bx	Ballpen	2	110.00	220.00
13	pk	Energizer Battery AA	1	728.00	728.00
14					
15					
16					
				Total	4,427.25
Purpose:		For immediate office use.			
Checked By:		Charged to Funds Available			
DOREEN ALBA					
Technical Working Group		Budget Officer			
SIGNATURE	REQUESTED BY;	NOTED BY:	APPROVED BY:		
PRINTED NAME	ELIZABETH S. QUEVEDO	ELIZABETH S. QUEVEDO			
DESIGNATION	End-User	DoPAC Head	President		