



Visayas State University
Visca, Baybay City Leyte

PURCHASE REQUEST

DEPT./OFFICE PhilRootcrops			PR NO.	DATE 03/16/22	
SECTION/End-User			Category:		
Item No.	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	meals	Lunch	100	150.00	15,000.00
2	meals	Snacks	100	50.00	5,000.00
TOTAL					20,000.00
PURPOSE		For office use			
CHECKED BY:		CHARGED TO: PRCRTC funds			
JULIOUS B. CERNA		FUNDS AVAILABLE: ALICIA M. FLORES			
TWG-Food and Ingredients		Head, Budget/Accounting Office			
SIGNATURE	REQUESTED BY;	NOTED BY:	APPROVED BY:		
	PRECILA C. BELMONTE	LISA I. ARCE	EDGARDO E. TULIN		
PRINTED NAME	PRECILA C. BELMONTE	LISA I. ARCE	EDGARDO E. TULIN		
DESIGNATION	End-User	Unit Head/Project Leader	President		

