



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

## PURCHASE REQUEST

Dept./Office: **OCL**

PR No.: **STF-2022-09-01419**

Date: **09-06-2022**

Section/End-User: **Geraldine T. Baro**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **OCL-STF-2023 Bindery Supplies**

| Item #       | Item Description                          | Unit    | Qty  | Unit Cost | PAR/ICS          | Total Cost        |
|--------------|-------------------------------------------|---------|------|-----------|------------------|-------------------|
| 1            | Cartolina, Vellum, White, at least 180gsm | pcs     | 1000 | 35.00     | VICENTE A. GILOS | 35,000.00         |
| 2            | Glue, white Apollo                        | gallons | 10   | 510.00    | VICENTE A. GILOS | 5,100.00          |
| 3            | Paste Board # 25                          | sheets  | 2000 | 60.00     | VICENTE A. GILOS | 120,000.00        |
| 4            | Special Haspi Gray (Standard Size)        | rolls   | 1    | 6,000.00  | VICENTE A. GILOS | 6,000.00          |
| 5            | Special Haspi Green (Standard Size)       | rolls   | 20   | 6,000.00  | VICENTE A. GILOS | 120,000.00        |
| <b>TOTAL</b> |                                           |         |      |           |                  | <b>286,100.00</b> |

Purpose: For Bindery supplies

|                       |                   |                                        |                               |
|-----------------------|-------------------|----------------------------------------|-------------------------------|
| Checked by:           |                   | Funds Available:                       |                               |
| DOREEN B. ALBA        |                   | ALICIA M. FLORES                       |                               |
| TWG - Office Supplies |                   | HEAD, BUDGET OFFICE <i>Lib bindery</i> |                               |
| Signature:            | Requested by:     | Noted by:                              | Approved by:                  |
| Printed Name:         | GERALDINE T. BARO | VICENTE A. GILOS                       | EDGARDO E. TULIN              |
| Designation:          | END USER          | UNIT HEAD, PROJECT LEADER              | PRESIDENT, VSU <i>9/11/22</i> |