



STF-2020-10-00623

PPMP #: 85-1-618-2021-9-0-1



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

PURCHASE REQUEST

Dept./Office: **USSO**PR #: **STF-2020-10-00623/0570**Date: **10-16-2020**Section/End-User: **Meriam M. Luna**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **USSO/ODS 2021 - Guidance Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	2	140.00		280.00
2	Nylon, #300, for grass cutter	kl	5	450.00		2,250.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
4	Paper, Bond, Colored, Short, S-16, 56gsm, Blue	reams	1	264.00		264.00
5	Paper, Bond, Colored, Short, S-16, 56gsm, Green	reams	1	264.00		264.00
6	Paper, Bond, Colored, Short, S-16, 56gsm, Pink	reams	3	264.00		792.00
7	Paper, Bond, Colored, Short, S-16, 56gsm, Yellow	reams	1	264.00		264.00
TOTAL						9,894.00

Purpose: for office use

Checked by:		Funds Available:	
DOREEN B. ALBA		MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	MERIAM M. LUNA	MANOLO B. LORETO	EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU