

SCAN HERE



PR-2023-1109-155332



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

## PURCHASE REQUEST

PPMP No. : 246-1-1551-2023-10-0-9

Dept./Office: **DSO**PR No.: **STF-2023-11-02711**Date: **11-09-2023**Section/End-User: **Junard C. Gucela**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DSO-DORMITORY 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Ordinary, A4	pcs	100	7.00		700.00
<b>Specification:</b> Folder, Ordinary, A4						
2	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	50	195.00		9,750.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
<b>Specification:</b> bright white, high premium quality						
<b>TOTAL</b>						<b>19,120.00</b>
Purpose: For Dormitory Supplies						
Checked by:  <b>SHALOM GRACE C. SUGANO</b> TWG - Office Supplies				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	<b>JUNARD C. GUCELA</b>		<b>CHONA A. BRIT</b> 11/9/23		<b>DANIEL LESLIE S. TAN</b>	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	