



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

SCAN HERE



PR-2022-1010-69148

## PURCHASE REQUEST

Dept./Office: **ViCARP**

Section/End-User: **Tiffany P. Baguio**

Funding Source: **Trust Fund**

PR No.: **TF-2022-10-02035**

Date: **10-10-2022**

Category: **Food & Food  
Ingredients**

Project Title/Code: **ViCARP 1.25.2- RRDCC Meeting**

| Item #  | Item Description  | Unit  | Qty | Unit Cost | PAR/ICS | Total Cost |
|---|-------------------|-------|-----|-----------|---------|------------|
| 1   | Lunch meal        | packs | 50  | 230.00    |         | 11,500.00  |
| Specification:<br><br>buffet style with venue inside the campus (tables and chairs) |                   |       |     |           |         |            |
| 2   | Snacks AM (50.00) | set   | 50  | 50.00     |         | 2,500.00   |
| Specification:<br><br>• with drinks<br>• Should be packed individually              |                   |       |     |           |         |            |
| 3   | Snacks PM (50.00) | packs | 50  | 50.00     |         | 2,500.00   |
| TOTAL   |                   |       |     |           |         | 16,500.00  |

Purpose: Joint ViCARP-RRDEN RRDCC Meeting

|   |   |  |   |
|---|---|--|---|
| Checked by:<br><br><b>VENICE B. IBAÑEZ</b><br>TWG - Food & Food Ingredients |   | Funds Available:<br><br><b>NICK FREDDY R. BELLO</b><br>HEAD, ACCOUNTING OFFICE |   |
| Signature:  | Requested by:<br><br><b>TIFANNY P. BAGUIO</b> | Noted by:<br><br><b>MARIA JULIET C. CENIZA</b>                                 | Approved by:<br><br><b>EDGARDO E. TULIN</b> |
| Printed Name:   |   |  |   |
| Designation:  | END USER                                      | UNIT HEAD, PROJECT LEADER  | PRESIDENT, VSU                              |