



TF-2020-10-00460

PPMP #: 48-4-845-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **VICARP**PR #: **TF 20-10-172**Date: **10-15-2020**Section/End-User: **Elmera Y. Bañoc**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **VICARP-2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Document, Brown, 150 lbs, Long	pc	15	7.00		105.00
2	Folder, File, Short, 14pts, White	piece	25	8.00		200.00
3	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
4	Scissors, 8" heavy duty, good quality	pieces	5	75.00		375.00
5	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
6	Soap, hand, liquid, 250 ml	btls	10	90.00		900.00
7	Staple wire remover	pieces	2	34.00		68.00
8	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	50	204.00		10,200.00
TOTAL						14,848.00

Purpose: For office use

Checked by:		Funds Available:	
 DOREEN B. ALBA TWG - Office Supplies		 ERLINDA S. ESGUERRA HEAD, ACCOUNTING OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
 ELMERA Y. BAÑOC	 OTHELLO B. CAPUNO	 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

