



## PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2021-10-01189**Date: **10-01-2021**Section/End-User: **Arnulfo T. Galenzoga**Category: **Printing Services**Funding Source: **Special Trust Fund**Project Title/Code: **STF-TRANSCRIPT OF RECORDS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Printing of Transcript of Record Form</b>	reams	30	1,300.00		39,000.00
<b>Specification:</b>  Printing of Transcript of record form, 3 colors 8.5x13, book paper, 80 gsm "VISAYAS STATE UNIVERSITY" text background with telephone & fax nos., website & email address						
<b>TOTAL</b>						<b>39,000.00</b>
Purpose: For office use						
Checked by:  <b>ED ASAPH D. CORTES</b> TWG - Printing Services				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by:  <b>ARNULFO T. GALENZOGA</b> END USER		Noted by:  <b>MARWEN A. CASTAÑEDA</b> UNIT HEAD, PROJECT LEADER		Approved by:  <b>EDGARDO E. TULIN</b> PRESIDENT, VSU	