



PPMP #: 45-5-297-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **DBt**PR #: **GF-2021-02-00014**Date: **02-11-2021**Section/End-User: **Lourd Franz M. Gabunada**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBt-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Disinfectant Cleaner, multi-surface, scented	gal	2	300.00		600.00
2	Folder, Pressboard, US, Green, Long	pcs	20	30.00		600.00
3	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	5	65.00		325.00
TOTAL						1,525.00

Purpose: For office use.

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