



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

## PURCHASE REQUEST

Dept./Office: **ODPP**

PR No.: **GF-2022-09-01795**

Date: **09-14-2022**

Section/End-User: **Mario C. Bantugan**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OHBHM - Office Supplies 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	400	10.00		4,000.00
2	Paper, Bond, A4, S-20, 70 gsm	reams	25	253.00		6,325.00

**Specification:**

bright white, high premium quality

<b>TOTAL</b>						<b>10,325.00</b>
--------------	--	--	--	--	--	------------------

Purpose: OHBHM Office Supplies 2023

Checked by:  <b>ALICIA M. FLORES</b> TWG - Office Supplies		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Requested by:  <b>MARIO C. BANTUGAN</b>	Noted by:  <b>MARIO LILIO P. VALENZONA</b>	Approved by:  <b>EDGARDO E. TULIN</b>
Printed Name:	<b>MARIO C. BANTUGAN</b>	<b>MARIO LILIO P. VALENZONA</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU