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PR-2022-0330-24430



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

PURCHASE REQUEST

Dept./Office: **VSUHSO**

PR No.: **GF-2022-03-00325**

Date: **03-30-2022**

Section/End-User: **Clara P. Mercado**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Admin Office - USHER**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Datafiler	pc	10	250.00		2,500.00
Specification:						
223cm H x 14cm W x 44cm D						
2	Folder, File, Long, 14pts, White	piece	150	10.00		1,500.00
3	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00		1,265.00
Specification:						
bright white, high premium quality						
4	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
Specification:						
bright white, high premium quality						
5	Paper, Mimeo, GW, Long, S-18	reams	5	190.00		950.00
6	Record Book, Big, 300 pages	pcs	10	80.00		800.00
7	Record Book, Big, 500 pages	pcs	5	115.00		575.00
8	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
TOTAL						9,230.00

Purpose: **FOR VSU SUPPLIES**

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Requested by: CLARA P. MERCADO END USER		Noted by: ELWIN JAY V. YU UNIT HEAD, PROJECT LEADER	
Signature: Printed Name: Designation:		Approved by: EDGARDO E. TULIN PRESIDENT, VSU	