



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



PURCHASE REQUEST

Dept./Office: **VSUHSO**
Section/End-User: **Clara P. Mercado**
Funding Source: **General Fund - MOOE**

PR No.: **GF-2022-02-00103** Date: **02-08-2022**
Category: **Office Supplies**
Project Title/Code: **Admin Office - USHER**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Datafilier	pc	5	250.00		1,250.00
Specification: 723cm H x 14cm W x 44cm D						
2	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
3	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
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	Paste, solid, w/ water well & applicator, 200gms	btl	5	50.00		250.00
7	Record Book, Big, 300 pages	pcs	5	80.00		400.00
8	Record Book, Big, 500 pages	pcs	10	115.00		1,150.00
9	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00
TOTAL						10,040.00

Purpose: For office use.

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