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PR-2022-0913-63107



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

PURCHASE REQUEST

Dept./Office: **OUR**PR No.: **STF-2022-09-01719**Date: **09-13-2022**Section/End-User: **Marian . Sacro**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	Printing of Envelope with Approved Letterhead of the Office of the University Registrar	pcs	100	25.00		2,500.00
Specification: <ul style="list-style-type: none"> • With letterhead of the Office of the University Registrar • The layout must be reviewed by the Brand Book Task Force c/o Jed Cortes • Hard and durable • short size • brown envelope 						
2	Printing of Transcript of Record Form	reams	50	1,300.00		65,000.00
Specification: 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						
TOTAL						67,500.00
Purpose: office use						
Checked by:				Funds Available:		
 ELVIRA B. GORRE TWG - Printing Services				 ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:			Approved by:	
Printed Name:	MARIAN . SACRO	MARWEN A. CASTAÑEDA			EDGARDO E. TULIN 9/15	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	