



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

SCAN HERE



PR-2022-0530-35347

## PURCHASE REQUEST

Dept./Office: **NSTP/CWTS**

PR No.: **STF-2022-05-00682**

Date: **05-30-2022**

Section/End-User: **Marlon V. Dampios**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **NSTP-ROTC Office supply**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Document, Brown, 150 lbs, Short	pc	1500	5.00		7,500.00
2	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
3	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	3	289.00		867.00

**Specification:**

bright white, high premium quality

5	Paper, Bond, Long, S-24, 80 gsm	reams	3	328.00		984.00
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**Specification:**

bright white, high premium quality

6	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	50	38.00		1,900.00
7	Pen, Ball, blue	pieces	10	10.00		100.00
8	Staple Wire, #35	boxes	1	30.00		30.00
9	Stapler, HD No.35	pc	1	350.00		350.00
10	Wax, Floor, paste type, colorless, 450g/can	cans	3	170.00		510.00
<b>TOTAL</b>						<b>13,397.00</b>

Purpose: Office supply

Checked by:

**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**MARLON V. DAMPIOS**

END USER

Noted by:

**JOY A. BELLEN**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU