



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

PURCHASE REQUEST

Dept./Office: **CET**

PR #: **GF-2020-10-00707/1327**

Date: **10-26-2020**

Section/End-User: **Michelle A. Borleo**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Dean's Office-CET 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Pressboard, US, Green, Long	pcs	10	30.00		300.00
2	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
3	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	2	155.00		310.00
TOTAL						880.00

Purpose: For office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: MICHELLE A. BORLEO	Noted by: ROBERTO C. GUARTE	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU