



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

PURCHASE REQUEST

Dept./Office: **NCRC**

PR #: **GF-2020-10-00622 / 1376**

Date: **10-16-2020**

Section/End-User: **Maria Farah A. Viscara**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **NCRC.2025.2**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, brown, long	pc	5	15.00		75.00
2	Pen, Permanent Marker, black, broad tip	pieces	1	60.00		60.00
3	Pen, Permanent Marker, blue, broad tip	pieces	1	60.00		60.00
4	Record Book, Big, 500 pages	pcs	1	115.00		115.00
5	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
6	Stapler, HD-# 10	pieces	1	100.00		100.00
TOTAL						485.00

Purpose: office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: MARIA FARAH A. VISCARA	Noted by: MARISAL A. LEORNA	Approved by: EDGARDO E. TULIN
Printed Name:	MARIA FARAH A. VISCARA	MARISAL A. LEORNA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU