



STF-2020-10-00127

PPMP #: 29-1-296-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **DCE**PR #: **STF-2020-10-00127** /0980Date: **10-13-2020**Section/End-User: **Epifania G. Loreto**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DCE-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
2	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
TOTAL						8,640.00

Purpose: office use

Checked by: ALICIA M. FLORES TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE 10/13/20	
Signature: Printed Name: Designation:	Requested by: EPIFANIA G. LORETO END USER	Noted by: EPIFANIA G. LORETO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU