



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

## PURCHASE REQUEST

Dept./Office: **USSO**

PR #: **STF-2020-10-00636**

Date: **10-16-2020**

Section/End-User: **Meriam M. Luna**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **ADMISSION Office - VSU CAT Fees**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, Plastic, Long, with Handle	pcs	30	100.00		3,000.00
Specification:						
2	Paper, Bond, A4, S-24, 80 gsm	reams	38	289.00		10,982.00
<b>TOTAL</b>						<b>13,982.00</b>

Purpose: for office use

Checked by:		Funds Available:	
<b>DOREEN B. ALBA</b>		<b>MYRNA S. PANCITO</b>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>MERIAM M. LUNA</b>	<b>NANCY V. DUMAGUING</b>	<b>EDGARDO E. TULIN</b>
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>