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PR-2022-0906-60846



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

PURCHASE REQUEST

Dept./Office: **DOPAC**PR No.: **GF-2022-09-01447**Date: **09-06-2022**Section/End-User: **Thelma P. Apas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DoPAC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Mailing, white, long, 500pcs/box	box of 50's	1	395.00		395.00
2	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
3	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
4	Mop Rug, Heavy Duty, 100% cotton	pieces	5	90.00		450.00
5	Nylon Twine 1 kg white	roll	1	75.00		75.00
	TOTAL					1,800.00

Purpose: For office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

THELMA P. APAS

END USER

Noted by:

ELIZABETH S. QUEVEDO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU