



GF-2020-10-00343

PPMP #: 24-5-837-2021-8-0-9



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

PURCHASE REQUEST

Dept./Office: **PRCRTC**PR #: **GF-2020-10-00343 /1097**Date: **10-14-2020**Section/End-User: **Lisa I. Arce**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PRCRTC 075.01**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Correction Pen, rolling ball-metal tip	pc	1	220.00	JOSE L. BACUSMO	220.00
2	Paper, Bond, A4, S-20, 70 gsm	reams	4	253.00	JOSE L. BACUSMO	1,012.00
3	Plastic Twine, 1kl/roll	rolls	24	65.00	JOSE L. BACUSMO	1,560.00
4	Record Book, Big, 300 pages	pcs	6	80.00	JOSE L. BACUSMO	480.00
TOTAL						3,272.00

Purpose: Project Use

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