



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

SCAN HERE



PR-2023-0417-111789

## PURCHASE REQUEST

PPMP No. : 16-4-913-2023-1-0-1

Dept./Office: DPM

PR No.: TF-2023-04-00686

Date: 04-17-2023

Section/End-User: Justine Bennette H. Millado

Category: Office Supplies

Funding Source: Trust Fund

Project Title/Code: 20201050-1-114

| Item #                                                          | Item Description                                 | Unit  | Qty                                          | Unit Cost                                                               | PAR/ICS                              | Total Cost |
|-----------------------------------------------------------------|--------------------------------------------------|-------|----------------------------------------------|-------------------------------------------------------------------------|--------------------------------------|------------|
| 1                                                               | Paper, Bond, A4, S-20, 70 gsm                    | reams | 15                                           | 253.00                                                                  |                                      | 3,795.00   |
| Specification:<br>bright white, high premium quality            |                                                  |       |                                              |                                                                         |                                      |            |
| 2                                                               | Paper, Bond, Long, S-20, 70 gsm                  | reams | 8                                            | 286.00                                                                  |                                      | 2,288.00   |
| Specification:<br>bright white, high premium quality            |                                                  |       |                                              |                                                                         |                                      |            |
| TOTAL                                                           |                                                  |       |                                              |                                                                         |                                      | 6,083.00   |
| Purpose: For laboratory use                                     |                                                  |       |                                              |                                                                         |                                      |            |
| Checked by:<br><br>JED ASAPH D. CORTES<br>TWG - Office Supplies |                                                  |       |                                              | Funds Available:<br><br>NICK FREDDY R. BELLO<br>HEAD, ACCOUNTING OFFICE |                                      |            |
| Signature:                                                      | Requested by:<br><br>JUSTINE BENNETTE H. MILLADO |       | Noted by:<br><br>JUSTINE BENNETTE H. MILLADO |                                                                         | Approved by:<br><br>EDGARDO E. TULIN |            |
| Printed Name:                                                   | END USER                                         |       | UNIT HEAD, PROJECT LEADER                    |                                                                         | PRESIDENT, VSU                       |            |
| Designation:                                                    |                                                  |       |                                              |                                                                         |                                      |            |