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PR-2022-0913-62875



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

PURCHASE REQUEST

PR No.: **GF-2022-09-01659**Date: **09-13-2022**Dept./Office: **ODS**Category: **Office Supplies**Section/End-User: **Junard C. Gucela**

Project Title/Code: **ODS-OFFICE OF THE
 INSTITUTIONAL STUDENT PROGRAMS AND
 SERVICES**

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
2	Folder, Ordinary, A4	pcs	1000	7.00		7,000.00
Specification: Folder, Ordinary, A4						
3	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
4	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
5	Staple Wire, #35	boxes	10	30.00		300.00
TOTAL						11,090.00

Purpose: For Office Supply used for 2023

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE 01515-2W	
Signature:	Requested by: JUNARD C. GUCELA	Noted by: MANOLO B. LORETO JR.	Approved by: EDGARDO E. TULIN
Printed Name:	JUNARD C. GUCELA	MANOLO B. LORETO JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU