



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



GF-2021-10-01186

## PURCHASE REQUEST

Dept./Office: **NCRC-V**PR #: **GF-2021-10-01186**Date: **10-06-2021**Section/End-User: **Maria Farah A. Viscara**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NCRC.2025.2**

| Item #       | Item Description                 | Unit  | Qty | Unit Cost | PAR/ICS | Total Cost    |
|--------------|----------------------------------|-------|-----|-----------|---------|---------------|
| 1            | Paper, Bond, A4, S-20, 70 gsm    | reams | 2   | 253.00    |         | 506.00        |
| 2            | Pen, Sign, .5mm, Gel-type, Black | piece | 2   | 35.00     |         | 70.00         |
| 3            | Pen, Sign, .5mm, Gel-type, Blue  | piece | 2   | 35.00     |         | 70.00         |
| 4            | Record Book, Big, 500 pages      | pcs   | 1   | 115.00    |         | 115.00        |
| <b>TOTAL</b> |                                  |       |     |           |         | <b>761.00</b> |

Purpose: For laboratory use

Checked by:

  
**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

  
**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Requested by:

  
**MARIA FARAH A. VISCARA**

END USER

Noted by:

  
**MARISEL A. LEORNA**

UNIT HEAD, PROJECT LEADER

Approved by:

  
**EDGARDO E. TULIN**

PRESIDENT, VSU