



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

PURCHASE REQUEST

Dept./Office: **DepStat**

PR #: **STF-2020-10-00389/0581**

Date: **10-15-2020**

Section/End-User: **Virgelio M. Alao**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **DEPSTAT-2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	2	495.00	VIRGELIO M. ALAO	990.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00	VIRGELIO M. ALAO	14,450.00
3	Paper, Bond, Short, S-24, 80 gsm	reams	12	277.00	VIRGELIO M. ALAO	3,324.00
4	Paper, Haspi, black, 20" x 26"	pieces	20	50.00	VIRGELIO M. ALAO	1,000.00
5	Staple wire remover	pieces	1	34.00	VIRGELIO M. ALAO	34.00
TOTAL						19,798.00

Purpose: For DepStat use.

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