

IHS

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R-2022-0902-59820



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

## PURCHASE REQUEST

Dept./Office: **VIHS**PR No.: **GF-2022-09-01338**Date: **09-23-2022**Section/End-User: **Guada Fe D. Amihan**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **JHS Promotional Exercises 2023  
Additional**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Certificate Holder (A4)	pcs	200	64.00		12,800.00
2	Parchment paper (natural; A4 210x297 mm)	pcs	300	4.00		1,200.00
3	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	50	300.00		15,000.00
4	Specialty Board, 250gsm, Light Green, Vellum	packs	200	75.00		15,000.00
<b>TOTAL</b>						<b>44,000.00</b>

Purpose: JHS Promotional Exercises 2023

Checked by:

**JED ASAPH D. CORTES**

TWG - Office Supplies

Funds Available:

**ALICIA M. FLORES**HEAD, BUDGET OFFICE *SRS-UMD*

Signature:

Printed Name:

Designation:

Requested by:

**GUADA FE D. AMIHAN**

END USER

Noted by:

**SHALOM GRACE C. SUGANO**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU