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Procurement - Acct - OP



PR-2022-0909-61730



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

## PURCHASE REQUEST

Dept./Office: **CME**PR No.: **TF-2022-09-01505**Date: **09-09-2022**Section/End-User: **Geecel F. Galvez**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **20201050-1.97**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	1	192.00		192.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	1	220.00		220.00
3	Envelope, Mailing, white, long, 500pcs/box	box of 50's	1	395.00		395.00
4	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	10	75.00		750.00
<b>TOTAL</b>						<b>1,557.00</b>

Purpose: Office Supplies

Checked by:		Funds Available:	
 <b>DOREEN B. ALBA</b>		 <b>NICK FREDDY R. BELLO</b>	
TWG - Office Supplies		HEAD, ACCOUNTING OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
 <b>GEECEL F. GALVEZ</b>	 <b>MOISES NEIL V. SERIO</b>	 <b>EDGARDO E. TULIN</b>	 <b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 9/15/22