



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

OFF 1728
 10/16/20

PURCHASE REQUEST

Dept./Office: **OVPPRGAS**

PR #: **STF-2020-10-00184** / 0537 / 0928

Date: **10-14-2020**

Section/End-User: **Jansel Joi C. Villas**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **OVPPRGAS-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
2	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
	TOTAL					45,300.00

Purpose: Office Supplies

Checked by:		Funds Available:	
DOREEN B. ALBA		MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JANSEL JOI C. VILLAS	DILBERTO O. FERRAREN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU