OP# 1754-1755
10/18/21

101-1-222-2022-7-0-1

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

STF-2021-09-00902

PURCHASE REQUEST

Dept./Office: **REGISTRAR**
PR #: **STF-2021-09-00902**
Date: **09-08-2021**

Section/End-User: **Arnulfo T. Galenzoga**
Category: **Office Supplies**

Funding Source: **Special Trust Fund**
Project Title/Code: **STF-REGISTRAR'S SERVICES**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Cartolina, US, Gold, at least 160gsm**	pcs	100	14.00		1,400.00
2	**Folder, Pressboard, US, Green, Short**	pcs	50	29.00		1,450.00
3	**Freon gas R22 (for air-con)**	kgs	2	430.00		860.00
4	**Paper, Bond, A4, S-24, 80 gsm**	reams	50	289.00		14,450.00
	TOTAL					**18,160.00**

Purpose: For office use

Checked by:	Funds Available:
ALICIA M. FLORES	**ALICIA M. FLORES**
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	**ARNULFO T. GALENZOGA**	**MARWEN A. CASTAñEDA**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU