



PPMP #: 23-5-657-2021-8-0-12



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

## PURCHASE REQUEST

Dept./Office: **NCRC**PR #: **GF-2020-10-00762/1508**Date: **10-30-2020**Section/End-User: **Edralin M. Malasaga**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VCO.42.026.001**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	4	100.00	MARIO E. BALIAD	400.00
2	Nylon, #300, for grass cutter	kl	2	450.00	MARIO E. BALIAD	900.00
3	Plastic Twine, 1kl/roll	rolls	1	65.00	MARIO E. BALIAD	65.00
TOTAL						1,365.00

Purpose: For research use.

Checked by:  <b>DOREEN B. ALBA</b> TWG - Office Supplies		Funds Available:  <b>MYRNA S. PANCITO</b> HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  <b>EDRALIN M. MALASAGA</b> END USER	Noted by:  <b>MARIO E. BALIAD</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>EDGARDO E. TULIN</b> PRESIDENT, VSU