



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

PURCHASE REQUEST

PPMP No. : 2-1-220-2023-5-0-3

PR No.: STF-2023-06-01039

Date: 06-26-2023

Dept./Office: **DAS**

Category: **Office Supplies**

Section/End-User: **MANUEL D. GACUTAN Jr.**

Project Title/Code: **Agricultural Farm Supplies and Laboratories**

Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Disinfectant spray, 400gms, lavender moist	tubes	5	500.00	MANUEL D. GACUTAN JR.	2,500.00
2	Folder, File, Long, 14pts, White	piece	50	10.00	MANUEL D. GACUTAN JR.	500.00
3	Pen, Ball, blue	pieces	20	10.00	MANUEL D. GACUTAN JR.	200.00
4	Scissors, 8" heavy duty, good quality	pieces	5	75.00	MANUEL D. GACUTAN JR.	375.00
TOTAL						3,575.00

Purpose: Agricultural Supply & Laboratory

Checked by: JED ASAPH D. CORTES TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: MANUEL D. GACUTAN JR.	Noted by: MANUEL D. GACUTAN JR.	Approved by: EDGARDO E. TULIN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			