



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

SCAN HERE



PR-2022-1227-83941

PURCHASE REQUEST

PPMP No. : 41-1-1493-2022-11-0-3

PR No.: STF-2022-12-02520

Date: 12-27-2022

Dept./Office: NSTP/CWTS

Category: Office Supplies
and General Merchandise
Products

Section/End-User: Marlon V. Dampios

Funding Source: Special Trust Fund

Project Title/Code: CWTS SUPPLIES

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 (Double)	pcs	10	195.00		1,950.00
2	Paper, Construction, Assorted Colors, 20 shts/pack	packs	50	46.00		2,300.00
Specification:						
3	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	130	38.00		4,940.00
TOTAL						9,190.00

Purpose: CWTS Office supplies

Checked by:

DOREEN B. ALBA

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies and General Merchandise Products

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

MARLON V. DAMPIOS

END USER

Noted by:

JOY A. BELLEN

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU