



STF-2020-10-00636

PPMP #: 85-1-618-2021-9-0-0



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

## PURCHASE REQUEST

Dept./Office: **USSO**PR #: **STF-2020-10-00636/057/**Date: **10-16-2020**Section/End-User: **Meriam M. Luna**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **ADMISSION Office - VSU CAT Fees**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, Plastic, Long, with Handle	pcs	30	100.00		3,000.00
Specification:						
2	Paper, Bond, A4, S-24, 80 gsm	reams	38	289.00		10,982.00
<b>TOTAL</b>						<b>13,982.00</b>
Purpose: for office use						
Checked by: <b>DOREEN B. ALBA</b> TWG - Office Supplies				Funds Available: <b>MYRNA S. PANCITO</b> HEAD, BUDGET OFFICE		
Signature:	Requested by: <b>MERIAM M. LUNA</b>	Noted by: <b>NANCY V. DUMAGUING</b>		Approved by: <b>EDGARDO E. TULIN</b>		
Printed Name:						
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		