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PR-2022-0914-63373



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

PURCHASE REQUEST

Dept./Office: **AdO**PR No.: **STF-2022-09-01799**Date: **09-14-2022**Section/End-User: **IDA BLANZ L. ORAPA**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	pc	20	54.00		1,080.00
2	Envelope, Expanding, Plastic, Long, with Handle	pcs	20	100.00		2,000.00
Specification:						
3	Paper, Bond, A4, S-24, 80 gsm	reams	60	289.00		17,340.00
Specification:						
bright white, high premium quality						
4	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
TOTAL						21,920.00

Purpose: office use

Checked by:		Funds Available:	
 DOREEN B. ALBA TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE <i>Admission Office</i>	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	IDA BLANZ L. ORAPA	RAYMUND M. IGCASAMA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU