



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

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BY: *[Signature]*

PURCHASE REQUEST

Dept./Office: **VIHS**

PR #: GF-2020-10-00418 /1477

Date: **10-23-2020**Section/End-User: **Shalom Grace C. Sugano**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **SHS-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	1	180.00	SHALOM GRACE C. SUGANO	180.00
2	Envelope, Document, Brown, 150 lbs, Long	pc	200	7.00	SHALOM GRACE C. SUGANO	1,400.00
3	Paper, Bond, A4, S-20, 70 gsm	reams	35	253.00	SHALOM GRACE C. SUGANO	8,855.00
4	Paper, Parchment, A4, cream, 100 sheets/pack	pack	5	500.00	SHALOM GRACE C. SUGANO	2,500.00
5	Pen, Ball, black	pieces	20	10.00		200.00
6	Pen, Ball, blue	pieces	20	10.00		200.00
7	Pen, Ball, red	pieces	20	10.00		200.00
8	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00	SHALOM GRACE C. SUGANO	350.00
9	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00	SHALOM GRACE C. SUGANO	210.00
TOTAL						14,095.00

Purpose: For office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: <i>[Signature]</i> SHALOM GRACE C. SUGANO	Noted by: <i>[Signature]</i> SHALOM GRACE C. SUGANO	Approved by: <i>[Signature]</i> EDGARDO E. TULIN
Printed Name:	SHALOM GRACE C. SUGANO	SHALOM GRACE C. SUGANO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU