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PR-2022-0323-22802



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

PURCHASE REQUEST

Dept./Office: **OHIAO**PR No.: **GF-2022-03-00260**Date: **03-23-2022**Section/End-User: **Ana Marquiza M. Quilicot**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHIA-2022 Equipments**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, brown, long	pc	13	15.00	JUVY C. CALLEJA	195.00
2	Folder, File, Long, 14pts, White	piece	30	10.00	JUVY C. CALLEJA	300.00
TOTAL						495.00

Purpose: for Office Use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: ANA MARQUIZA M. QUILICOT END USER	Noted by: ANA MARQUIZA M. QUILICOT UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU