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PR-2022-0912-62456



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

PURCHASE REQUEST

Dept./Office: **CAC**PR No.: **STF-2022-09-01572**Date: **09-12-2022**Section/End-User: **Jude Nonie A. Sales**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **OHCAC-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
2	Paper Cutter HD, size 15x12", brown	pieces	2	900.00		1,800.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
4	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
5	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
6	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	50	46.00		2,300.00
7	Ring Binder, plastic, 51mm 2" black	pieces	50	55.00		2,750.00
TOTAL						14,380.00

Purpose: For office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>Cultural Fee College</i>	
Signature:	Requested by: JUDE NONIE A. SALES	Noted by: JUDE NONIE A. SALES	Approved by: EDGARDO E. TULIN
Printed Name:	JUDE NONIE A. SALES	JUDE NONIE A. SALES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/14/21</i>