



## PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2021-02-00033**Date: **02-17-2021**Section/End-User: **Arnulfo T. Galenzoga**Category: **Printing Services**Funding Source: **Special Trust Fund**Project Title/Code: **STF - Transcript of Records**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing of Transcript of Record Form	reams	20	1,300.00		26,000.00

**Specification:**

Printing of Transcript of record form, 3 colors 8.5x13, book paper, 80 gsm "VISAYAS STATE UNIVERSITY" text background with telephone & fax nos., website & email address

<b>TOTAL</b>						<b>26,000.00</b>
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Purpose: For office use

Checked by:  <b>JED ASAPH D. CORTES</b> TWG - Printing Services	Funds Available:  <b>MYRNA S. PANCITO</b> HEAD, BUDGET OFFICE
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Signature: Printed Name: Designation:	Requested by:  <b>ARNULFO T. GALENZOGA</b> END USER	Noted by:  <b>MARWEN A. CASTAÑEDA</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>EDGARDO E. TULIN</b> PRESIDENT, VSU
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