



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

SCAN HERE



PR-2022-0207-11653

PURCHASE REQUEST

Dept./Office: **NSTP/CWTS**

PR No.: **GF-2022-02-00100**

Date: **02-07-2022**

Section/End-User: **Marlon V. Dampios**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ROTC Office supply**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Document, Brown, 150 lbs, Short	pc	1200	5.00		6,000.00
2	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
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	10	328.00		3,280.00
Specification: bright white, high premium quality						
5	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	150	38.00		5,700.00
6	Pen, Sign, .5mm, Gel-type, Blue	piece	3	35.00		105.00
7	Stapler, HD-# 10	pieces	10	100.00		1,000.00
TOTAL						21,975.00
Purpose: for Office Supply						
Checked by: DOREEN B. ALBA TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	MARLON V. DAMPIOS	MANOLO B. LORETO JR.		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		