



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

PURCHASE REQUEST

Dept./Office: **DA**

Section/End-User: **Joseph B. Merano**

Funding Source: **Special Trust Fund**

PR No.: **STF-2022-09-01410**

Category: **Office Supplies**

Project Title/Code:
DASS.NCT.1718

Date: **09-06-2022**

Duration: **2022-07-01**
 to
2022-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, brown, long	pc	5	15.00		75.00
2	Folder, Expanded, Long (Light Blue)	pcs	5	20.00		100.00
3	Folder, Ordinary, A4	pcs	15	7.00		105.00
Specification: Folder, Ordinary, A4						
4	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
5	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
6	Pen, Sign, .5mm, Gel-type, Black	piece	10	35.00		350.00
7	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
8	Record Book, Big, 300 pages	pcs	4	110.00		440.00
9	Trapal/Lona, heavy duty, 20 meters	rolls	1	4,000.00		4,000.00
TOTAL						10,300.00

Purpose: Office Supplies

Checked by: NELLO D. GORNE TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>lab pres</i>	
Signature:	Requested by: JOSEPH B. MERANO	Noted by: BERTA C. RATILLA	Approved by: EDGARDO E. TULIN
Printed Name:	JOSEPH B. MERANO	BERTA C. RATILLA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 9/8/22



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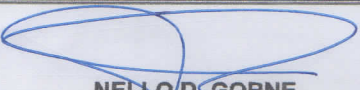
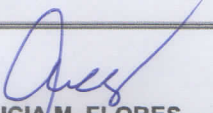
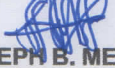
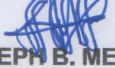
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