

Op# 2074-2075  
12/11/20



PPMP #: 101-1-222-2021-7-0-0



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

## PURCHASE REQUEST

Dept./Office: **REGISTRAR**

PR #: **STF-2020-10-00477 / 0677**

Date: **10-15-2020**

Section/End-User: **Arnulfo T. Galenzoga**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **STF - ID FEE**

| Item # | Item Description                    | Unit  | Qty | Unit Cost | PAR/CS | Total Cost       |
|--------|-------------------------------------|-------|-----|-----------|--------|------------------|
| 1      | PVC card blank, 500 pcs/bx, kyocera | boxes | 6   | 2,250.00  |        | 13,500.00        |
|        | <b>TOTAL</b>                        |       |     |           |        | <b>13,500.00</b> |

Purpose: For office supply

|                                                                   |                                                  |                                                                        |                                             |
|-------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------|
| Checked by:<br><br><b>DOREEN B. ALBA</b><br>TWG - Office Supplies |                                                  | Funds Available:<br><br><b>MYRNA S. PANCITO</b><br>HEAD, BUDGET OFFICE |                                             |
| Signature:                                                        | Requested by:<br><br><b>ARNULFO T. GALENZOGA</b> | Noted by:<br><br><b>MARWEN A. CASTAÑEDA</b>                            | Approved by:<br><br><b>EDGARDO E. TULIN</b> |
| Printed Name:                                                     |                                                  |                                                                        |                                             |
| Designation:                                                      | END USER                                         | UNIT HEAD, PROJECT LEADER                                              | PRESIDENT, VSU                              |