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PR-2022-0905-60251



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

PURCHASE REQUEST

Dept./Office: **PO**PR No.: **GF-2022-09-01367**Date: **09-05-2022**Section/End-User: **Jessamine C. Ecleo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **BAC 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
2	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
3	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
Specification: bright white, high premium quality						
4	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
TOTAL						8,390.00
Purpose: For office use						
Checked by: DOREEN B. ALBA TWG - Office Supplies				Funds Available: ALICIA M. FLORES <i>enc</i> HEAD, BUDGET OFFICE <i>hw</i>		
Signature: Printed Name: Designation:	Requested by: JESSAMINE C. ECLEO END USER	Noted by: JESSAMINE C. ECLEO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU <i>9/11/22</i>			