

SCAN HERE



PR-2022-0524-34327



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

PURCHASE REQUEST

Dept./Office: **OHCPD**PR No.: **GF-2022-05-00615**Date: **05-26-2022**Section/End-User: **Angelica P. Baldos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OCPDE-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
3	Paper, Parchment, A4, cream, 100 sheets/pack	pack	10	500.00		5,000.00
4	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
TOTAL						8,990.00

Purpose: For Office Use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: Angelica P. Baldos	Noted by: Angelica P. Baldos	Approved by:
Printed Name:	ANGELICA P. BALDOS	ANGELICA P. BALDOS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU