



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

## PURCHASE REQUEST

Dept./Office: **DPhys**

PR No.: **STF-2022-06-00745**

Date: **06-06-2022**

Section/End-User: **Perlie A. Gucela**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **DPhys 22**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>A4 Photo Paper</b>	packs	4	150.00		600.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• No Backprint, No Back Print Photopaper Photopapers</li> <li>• Size: A4 (8.25in x 11.75in)</li> <li>• Content: 20 Sheets / pack</li> <li>• Thickness: 230gsm</li> <li>• Kind: Gloss</li> </ul>						
2	<b>Paper, Photo, matte finish, 146GSM, 10 shts/pack</b>	pack	4	75.00		300.00
3	<b>Record Book, Big, 500 pages</b>	pcs	2	115.00		230.00
4	<b>Scissors, 8" heavy duty, good quality</b>	pieces	2	75.00		150.00
5	<b>Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)</b>	pack	4	65.00		260.00
<b>TOTAL</b>						<b>1,540.00</b>

Purpose: Certificates

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:	<b>PERLIE A. GUCELA</b>	<b>REV RHIZZA L. AURE</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU