



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

SCAN HERE



PR-2022-1103-72965

PURCHASE REQUEST

Dept./Office: **DFST**

Section/End-User: **Pearl P. Vistal**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2022-11-02234**

Date: **11-03-2022**

Category: **Office Supplies**

Project Title/Code: **DFST General Fund (Higher Education)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Nylon, #300, for grass cutter	kl	3	450.00		1,350.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00	PEARL P. VISTAL	7,225.00
Specification: bright white, high premium quality						
3	Paper, Mimeo, WW, A4, S-20	ream	5	220.00		1,100.00
4	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
TOTAL						11,175.00

Purpose: For Office use

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:	PEARL P. VISTAL	LYNETTE C. CIMA FRANCA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU