



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



STF-2021-10-01244

OP# 1887
 n/a/m

PURCHASE REQUEST

Dept./Office: **AdO**PR #: **STF-2021-10-01244**Date: **10-11-2021**Section/End-User: **Ida Blanz L. Orapa**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **VSUCAT 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-20, 70 gsm	reams	63	253.00		15,939.00
2	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00		880.00
TOTAL						16,819.00

Purpose: for office supplies

Checked by:

[Signature]
DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

[Signature]
ALICIA M. FLORES

HEAD, BUDGET OFFICE *[Signature]*

Signature:

Printed Name:

Designation:

Requested by:

[Signature]
IDA BLANZ L. ORAPA

END USER

Noted by:

[Signature]
NANCY V. DUMAGUING

UNIT HEAD, PROJECT LEADER

Approved by:

[Signature]
EDGARDO E. TULIN

PRESIDENT, VSU