



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

PURCHASE REQUEST

Dept./Office: **OP**PR #: **GF-2020-10-00130/1057**Date: **10-14-2020**Section/End-User: **Josefina M. Larrosa**Category: **Communication/Courier Services**Funding Source: **General Fund - MOOE**Project Title/Code: **OP-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Courier services	unit	75	200.00		15,000.00
	TOTAL					15,000.00

Purpose: Office use

Checked by:

MARIA ROBERTA S. MIRAFLOR

Funds Available:

MYRNA S. PANCITO

TWG - Communication/Courier Services

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

JOSEFINA M. LARROSA

END USER

Noted by:

ALLEN GLENNIE P. LAMBERT

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU