



PPMP #: 101-1-222-2021-7-0-1



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

PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2020-10-00541** /0676Date: **10-19-2020**Section/End-User: **Arnulfo T. Galenzoga**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **STF-REGISTRAR'S SERVICES**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	2	198.00		396.00
2	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	2	222.00		444.00
3	Envelope, Mailing, white, long, 500pcs/box	box	3	395.00		1,185.00
4	Folder, Pressboard, US, Green, Short	pcs	50	29.00		1,450.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
6	Puncher, Heavy Duty	pieces	2	450.00		900.00
TOTAL						18,825.00

Purpose: For office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: ARNULFO T. GALENZOGA	Noted by: MARWEN A. CASTAÑEDA	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU