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PR-2022-0324-23175



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

PURCHASE REQUEST

Dept./Office: **RSPPRO**PR No.: **GF-2022-03-00290**Date: **03-24-2022**Section/End-User: **Florante G. Didal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHRSPPR-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply	boxes	6	1,372.00		8,232.00
2	Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	boxes	5	1,855.00		9,275.00
3	Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply	boxes	3	1,270.00		3,810.00
4	Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply	boxes	8	1,484.00	FLORANTE G. DIDAL	11,872.00
5	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	3	35.00		105.00
6	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

Specification:

bright white, high premium quality

7	Paper, Bond, Long, S-24, 80 gsm	reams	8	328.00		2,624.00
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Specification:

bright white, high premium quality

8	Record Book, Big, 300 pages	pcs	3	80.00		240.00
9	Ribbon, Typewriter, black	rolls	2	45.00		90.00
10	Tape, Masking, 1" x 25 yards	rolls	3	48.00		144.00
TOTAL						39,282.00

Purpose: Use for payroll purposes..

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	FLORANTE G. DIDAL	HONEY SOFIA V. COLIS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU