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

GF-2021-09-00838

PURCHASE REQUEST

Dept./Office: **OHACR**
Section/End-User: **Aniceta M. Lumacad**
Funding Source: **General Fund - MOOE**

PR #: **GF-2021-09-00838**
Date: **09-06-2021**
Category: **Office Supplies**
Project Title/Code: **GASS-ACRO-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Document, Brown, 150 lbs, Short	pc	1	5.00		5.00
2	Folder, File, Short, 14pts, White	piece	32	8.00		256.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	22	289.00		6,358.00
4	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
5	Puncher, Heavy Duty	pieces	1	450.00		450.00
	TOTAL					**8,499.00**

Purpose: Office Supplies for ACRO

Checked by:	Funds Available:
DOREEN B. ALBA	**ALICIA M. FLORES**
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	**ANICETA M. LUMACAD**	**ELSIE E. SALAMAT**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU