



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

PURCHASE REQUEST

Dept./Office: **OPO**

PR #: **GF-2020-10-00179 /1287**

Date: **10-14-2020**

Section/End-User: **Me-an D. Villas**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OPO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	11	289.00	JESUS FREDDY M. BALDOS	3,179.00
3	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
4	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
5	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
TOTAL						6,319.00

Purpose: For Office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: ME-AN D. VILLAS	Noted by: JESUS FREDDY M. BALDOS	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU