



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



PURCHASE REQUEST

Dept./Office: **DLABS**

PR No.: **GF-2022-09-01563**

Date: **09-12-2022**

Section/End-User: **Gilda P. Nayre**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DLABS-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-20, 70 gsm	reams	80	253.00		20,240.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-20, 70 gsm	reams	50	286.00		14,300.00
Specification: bright white, high premium quality						
TOTAL						34,540.00
Purpose: for office use						
Checked by: DOREEN B. ALBA TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by: GILDA P. NAYRE		Noted by: JETT C. QUEBEC		Approved by: EDGARDO E. TULIN	
Printed Name:	GILDA P. NAYRE		JETT C. QUEBEC		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	