



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



PURCHASE REQUEST

Dept./Office: **MMDC**

Section/End-User: **Windy O. Tuyan**

Funding Source: **Income Generating Project**

PR No.: **IGP-2022-03-00349**

Date: **03-31-2022**

Category: **Office Supplies**

Project Title/Code: **OFFICE OF THE PRINTING PRESS
& MMDC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cartolina, US, Blue, at least 160gsm	pcs	21	14.00		294.00
2	Cartolina, US, Green, at least 160gsm	pcs	21	14.00		294.00
3	Cartolina, US, White, at least 160gsm	pcs	37	14.00		518.00
4	Cartolina, US, Yellow, at least 160gsm	pcs	21	14.00		294.00
5	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
Specification: bright white, high premium quality						
6	Paper, Haspi, green, 20" x 26"	pieces	13	80.00		1,040.00
TOTAL						15,090.00

Purpose: For office use

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

WINDY O. TUYAN

END USER

Noted by:

JED ASAPH D. CORTES

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU