



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

PURCHASE REQUEST

Dept./Office: **ODE**

PR No.: **STF-2022-05-00575**

Date: **08-17-2022**

Section/End-User: **Almira P. Deligero**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **Extension STF 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	50	150.00	ALMIRA P. DELIGERO	7,500.00

Specification:

- No Backprint, No Back Print Photopaper Photopapers
- Size: A4 (8.25in x 11.75in)
- Content: 20 Sheets / pack
- Thickness: 230gsm
- Kind: Gloss

2	white vellum board paper	pack	100	33.00	ALMIRA P. DELIGERO	3,300.00
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Specification:

- Vellum Board Paper
- Grammage: 220 gsm
- Size: A4
- Color: White
- Packaging Size: 10 sheets per pack

TOTAL						10,800.00
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Purpose: For Office Use Only

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:	ALMIRA P. DELIGERO	ANTONIO P. ABAMO	EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		