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PR-2022-0913-63222



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

PURCHASE REQUEST

Dept./Office: **OUR**PR No.: **STF-2022-09-01734**Date: **09-13-2022**Section/End-User: **Marian . Sacro**Category: **Labor Services**Funding Source: **Special Trust Fund**Project Title/Code: **STF - Registrar's services**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Binding of books (gradesheets, Form 12, official list & other important documents)	pcs	22	200.00		4,400.00
Specification: Book binding services within VSU library						
TOTAL						4,400.00
Purpose: office use						
Checked by: MARLONG G. BURLAS TWG - Labor Services				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:			Approved by:	
Printed Name:	MARIAN . SACRO	MARWEN A. CASTAÑEDA			EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	