

SCAN HERE



PR-2022-0831-58586



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

PURCHASE REQUEST

Dept./Office: **NSTP/CWTS**PR No.: **GF-2022-08-01222**Date: **08-31-2022**Section/End-User: **Marlon V. Dampios**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OFFICE OF THE DIRECTOR OF NSTP**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
2	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
3	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	5	100.00		500.00
4	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	150	38.00		5,700.00
5	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	5	80.00		400.00
6	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00		1,500.00

Specification:

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

7	Wall Clock	pc	1	800.00		800.00
---	------------	----	---	--------	--	--------

Specification:

?Diameter: 215 mm
 ?Weight: 250 g
 ?Depth: 40 mm
 ?Display: Analog
 ?Battery Type: AA
 ?Case Material: Plastic
 ?Shatterproof

TOTAL**10,900.00**

Purpose: Office use

Checked by:



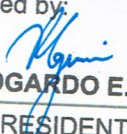
DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES NSTP

HEAD, BUDGET OFFICE

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	MARLON V. DAMPIOS	JOY A. BELLEN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU