


**PURCHASE REQUEST**  
**VISAYAS STATE UNIVERSITY**  
 Agency

**VSU - Cebu Office**

PR No. \_\_\_\_\_ Date: \_\_\_\_\_  
 SAI No. \_\_\_\_\_ Date: \_\_\_\_\_  
 ALOBS No. \_\_\_\_\_ Date: \_\_\_\_\_

Quantity	Unit of Issue	Item Description	Stock No.	Estimated Unit Cost	Estimated Cost
1	unit	MCWD water service fee		2,000.00	2,000.00
1	unit	VECO electricity service fee		8,000.00	8,000.00
1	unit	Globe prepaid		600.00	600.00
1	unit	PLDT internet connection		3,400.00	3,400.00
1	unit	Cleaning supplies		4,000.00	4,000.00
1	unit	Freight and handling		5,000.00	5,000.00
1	unit	Repairs and maintenance		4,000.00	4,000.00
1	unit	Office supplies		4,000.00	4,000.00
1	unit	Lodging supplies		4,000.00	4,000.00
1	unit	COD purchases		5,000.00	5,000.00
<b>TOTAL</b>					<b>P 40,000.00</b>

PURPOSE: for VSU-Cebu Office operational use

	Requested by:	Approved by:
Signature :		
Printed Name :	<b>NEVIN A. PACADA</b>	<b>EDGARDO E. TULIN</b>
Designation :	Admin. Assistant II	President