



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

PURCHASE REQUEST

Dept./Office: **DBS**

PR No.: **TF-2022-02-00113**

Date: **02-14-2022**

Section/End-User: **Brenda Me P. Valenzona**

Category: **Office Supplies**

Funding Source: **Trust Fund**

Project Title/Code: **20201050-25**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00	ANALYN M. MAZO	2,890.00
Specification: bright white, high premium quality						
2	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00	ANALYN M. MAZO	408.00
TOTAL						3,298.00
Purpose: for Office Use						
Checked by: ALICIA M. FLORES TWG - Office Supplies				Funds Available: NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE		
Signature:	Requested by: BRENDA ME P. VALENZONA		Noted by: ANALYN M. MAZO		Approved by: EDGARDO E. TULIN	
Printed Name:	BRENDA ME P. VALENZONA		ANALYN M. MAZO		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	