



GF-2020-10-00061

PPMP #: 26-5-1232-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: ITEEM

PR #: GF-2020-10-00061/1156

Date: 10-13-2020

Section/End-User: Cecilio M. Benitez

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: ITEEM - A.III.a

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	4	250.00		1,000.00
2	Folder, File, Short, 14pts, White	piece	30	8.00		240.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
4	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
5	Paper, Mimeo, WW, A4, S-20	ream	6	220.00		1,320.00
TOTAL						19,870.00

Purpose: for office supplies

Checked by:		Funds Available:	
DOREEN B. ALBA		MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	CECILIO M. BENITEZ	ELIZA D. ESPINOSA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU