



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

PURCHASE REQUEST

Dept./Office: **NCRC**PR #: **TF-2020-10-00575**Date: **10-15-2020**Section/End-User: **Pamela H. Urdaneta**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **20201050-1.96 "Propagation of Quality Planting Mat**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
2	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
3	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
TOTAL						3,158.00

Purpose: laboratory use

Checked by:

ALICIA M. FLORES

Funds Available:

ERLINDA S. ESGUERRA

TWG - Office Supplies

HEAD, ACCOUNTING OFFICE

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:

PAMELA H. URDANETA
MA. JULIET C. CENIZA
EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU