



GF-2020-10-00719

PPMP #: 70-5-850-2021-8-0-1



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

PURCHASE REQUEST

Dept./Office: **UCC**PR #: **GF-2020-10-00719** /1479Date: **10-26-2020**Section/End-User: **Norman O. Villas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **MIS-TIER1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	5	75.00		375.00
2	Ring Binder, plastic, 84 51mm 2" black	pieces	20	55.00		1,100.00
3	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	5	65.00		325.00
4	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	5	65.00		325.00
TOTAL						2,125.00

Purpose: For MIS Use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: NORMAN O. VILLAS END USER	Noted by: SEAN O. VILLAGONZALO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU