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PR-2022-0913-63106



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

PURCHASE REQUEST

Dept./Office: **OUR**PR No.: **STF-2022-09-01718**Date: **09-13-2022**Section/End-User: **Marian . Sacro**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **STF - Transcript of Records**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	2	445.00		890.00
2	Folder, Pressboard, A4, US Green, Double Fold	pcs	100	40.00		4,000.00
Specification: Folder, pressboard, A4, US Green, double fold						
3	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
Specification: bright white, high premium quality						
4	Paper, Bond, Long, S-24, 80 gsm	reams	30	328.00		9,840.00
Specification: bright white, high premium quality						
TOTAL						43,630.00
Purpose: office use						
Checked by:				Funds Available:		
 ALICIA M. FLORES				 ALICIA M. FLORES		
TWG - Office Supplies				HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	MARIAN . SACRO	MARWEN A. CASTAÑEDA		FEDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		