



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

PURCHASE REQUEST

Dept./Office: **DBS**

PR #: **GF-2020-10-00590/1028**

Date: **10-16-2020**

Section/End-User: **Analyn M. Mazo**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DBS (A.III.B.1)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00	ANALYN M. MAZO	625.00
2	Disinfectant Cleaner, multi-surface, scented	gal	1	300.00	EUTIQUEIO B. BORNIA	300.00
3	Envelope, Expanding, with garter tie, brown, long	pc	20	15.00	ANALYN M. MAZO	300.00
4	Folder, Pressboard, US, Green, Long	pcs	50	30.00	ANALYN M. MAZO	1,500.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	80	289.00	ANALYN M. MAZO	23,120.00
6	Pen, Sign, .5mm, Gel-type, Blue	piece	100	35.00	ANALYN M. MAZO	3,500.00
7	Pen, Sign, .5mm, Gel-type, Red	piece	50	35.00	ANALYN M. MAZO	1,750.00
TOTAL						31,095.00

Purpose: office supplies

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ANALYN M. MAZO	ANALYN M. MAZO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU