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PR-2022-0818-56345



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

PURCHASE REQUEST

Dept./Office: **RSPPRO**PR No.: **GF-2022-08-01116**Date: **08-18-2022**Section/End-User: **Florante G. Didal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHRSPPR-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply	boxes	3	1,372.00		4,116.00
2	Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	boxes	4	1,855.00		7,420.00
3	Datafiler	pc	9	250.00		2,250.00

Specification:

?23cm H x 14cm W x 44cm D

4	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
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Specification:

bright white, high premium quality

TOTAL						16,676.00
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Purpose: For payroll preparation.

Checked by: DOREEN B. ALBA TWG - Office Supplies			Funds Available: ALICIA M. FLORES <i>Off PLB</i> HEAD, BUDGET OFFICE <i>Cats</i>		
Signature:	Requested by:	Noted by:	Approved by:		
Printed Name:	FLORANTE G. DIDAL	HONEY SOFIA V. COLIS	EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		

