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PR-2022-0914-63333



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

PURCHASE REQUEST

Dept./Office: **OHPLB**PR No.: **GF-2022-09-01788**Date: **09-14-2022**Section/End-User: **Florante G. Didal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHPLB-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply	boxes	5	1,372.00		6,860.00
2	Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	boxes	4	1,855.00		7,420.00
3	Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply	boxes	2	1,270.00		2,540.00
4	Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply	boxes	6	1,484.00		8,904.00
	TOTAL					25,724.00

Purpose: For payroll preparation.

Checked by: ALICIA M. FLORES		Funds Available: ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>cf. awards</i>	
Signature:	Requested by: FLORANTE G. DIDAL	Noted by: REGINA C. BIBERA	Approved by: EDGARDO E. TULIN
Printed Name:	FLORANTE G. DIDAL	REGINA C. BIBERA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/14/22</i>