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PR-2022-0913-62900



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

PURCHASE REQUEST

Dept./Office: **ODS**PR No.: **GF-2022-09-01669**Date: **09-13-2022**Section/End-User: **Junard C. Gucela**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODS-OFFICE OF THE STUDENT WELFARE SERVICES**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	700.00		700.00
2	Folder, Ordinary, A4	pcs	1000	7.00		7,000.00
Specification: Folder, Ordinary, A4						
3	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
4	Pen, Whiteboard Marker, red	pieces	3	50.00		150.00
5	Pen, Whiteboard Marker, black	pieces	3	50.00		150.00
6	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
7	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
8	Stapler, HD No.35	pc	2	350.00		700.00
9	Wall Clock	pc	1	800.00		800.00
Specification: ?Diameter: 215 mm ?Weight: 250 g ?Depth: 40 mm ?Display: Analog ?Battery Type: AA ?Case Material: Plastic ?Shatterproof						
TOTAL						12,690.00
Purpose: For Office Supply used for 2023						

Requested by: DOREEN B. ALBA		Funds Available: ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>OSWS - 1007</i>	
Signature:	Requested by: JUNARD C. GUCELA	Noted by: MANOLO B. LORETO JR.	Approved by: <i>SD</i> EDGARDO E. TULIN
Printed Name:	JUNARD C. GUCELA	MANOLO B. LORETO JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/15/20</i>