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PR-2022-1129-78676



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

PURCHASE REQUEST

PPMP No. : 11-5-734-2022-10-0-2

PR No.: GF-2022-11-02399

Date: 11-29-2022

Dept./Office: DLABS

Category: Office Supplies

Duration: 2022-02-01

Section/End-User: Gilda P. Nayre

Project Title/Code: DLABS

to

Funding Source: General Fund - MOOE

Extension-2022

2022-02-01

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, brown, long	pc	20	15.00		300.00
2	EPSON INK btl 664 black	btl	2	500.00		1,000.00
3	Folder, Pressboard, US, Green, Long	pcs	10	30.00		300.00
4	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00		300.00
TOTAL						1,900.00

Purpose: for office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: GILDA P. NAYRE END USER	Noted by: BETHLEHEM A. PONCE UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU