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PR-2022-0606-36713



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

PURCHASE REQUEST

Dept./Office: **OHURS**PR No.: **GF-2022-06-00739**Date: **06-06-2022**Section/End-User: **Christy M. Desades**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHURS-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification:

bright white, high premium quality

	TOTAL					6,280.00
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Purpose: For office supplies

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