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PR-2022-0830-58424



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

## PURCHASE REQUEST

Dept./Office: **CaO**PR No.: **GF-2022-08-01206**Date: **08-30-2022**Section/End-User: **Dahlia R. Arpoceple**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CaO-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Continuous Official Receipt</b>	boxes	30	1,700.00		51,000.00
<b>Specification:</b> Personalized, continuous, and carbonless official receipt.						
2	<b>Official Receipt</b>	pads	300	150.00		45,000.00
<b>Specification:</b> Personalized and carbonless official receipt.						
<b>TOTAL</b>						<b>96,000.00</b>
Purpose: For office use.						
Checked by:  <b>DOREEN B. ALBA</b> TWG - Office Supplies				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE <i>PR - cash</i>		
Signature:	Requested by: 		Noted by: 		Approved by: 	
Printed Name:	<b>DAHLIA R. ARPOCEPLE</b>		<b>QUEEN-EVERY Y. ATUPAN</b>		<b>EDGARDO E. TULIN</b>	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU <i>9/15/22</i>	