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PR-2022-0725-50811



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

PURCHASE REQUEST

Dept./Office: **OUS**PR No.: **STF-2022-07-00999**Date: **07-25-2022**Section/End-User: **Antonieta D. Israel**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **Grad Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Glue Gun, Small (approx. 4x12x 18cm)	pcs	3	185.00		555.00
2	Glue Stick, Small, for Glue Gun	pcs	20	7.00		140.00
3	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	5	450.00		2,250.00
4	Ribbon	rolls	5	300.00		1,500.00
Specification: Ribbon, Satin Cloth 2", green						
5	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	5	300.00		1,500.00
6	Scotch Tape	pcs	10	30.00		300.00
Specification: Scotch tape 50m 1/2"						
7	Tassel	rolls	10	200.00		2,000.00
Specification: Lace tassel 2", 36 yards, green & gold						
TOTAL						8,245.00
Purpose: For graduation ribbons						
Checked by: ALICIA M. FLORES TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	ANTONIETA D. ISRAEL		GUIRALDO C. FERNANDEZ JR.		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	