



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

PURCHASE REQUEST

Dept./Office: **NARC**PR #: **GF -2020-10-00448** /1240Date: **10-14-2020**Section/End-User: **Luz O. Moreno**Category: **Office Supplies**Funding Source: **General Fund - CO** *MOOF*Project Title/Code: **RJNA 91.015.01**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Refill, for Permanent Marker, Black, 30mL	btl	5	115.00	LUZ O. MORENO	575.00
2	Ink, Refill, for Permanent Marker, Blue, 30mL	btl	5	115.00	LUZ O. MORENO	575.00
3	Notebook, spiral, 80 leaves	pieces	5	26.00	LUZ O. MORENO	130.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00	LUZ O. MORENO	1,445.00
5	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00	LUZ O. MORENO	1,640.00
6	Record Book, Big, 300 pages	pcs	3	80.00	LUZ O. MORENO	240.00
7	Scissors, 8" heavy duty, good quality	pieces	5	75.00	LUZ O. MORENO	375.00
8	Staple Wire, #35	boxes	10	30.00	LUZ O. MORENO	300.00
9	Stapler, HD No.35	pc	1	350.00	LUZ O. MORENO	350.00
TOTAL						5,630.00

Purpose: for office supplies

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: LUZ O. MORENO	Noted by: LUZ O. MORENO	Approved by: EDGARDO E. TULIN
Printed Name:	LUZ O. MORENO	LUZ O. MORENO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU