



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

OP# 2332

12/9/20

## PURCHASE REQUEST

 Dept./Office: **PRCRTC**

 PR #: **STF-2020-10-00738** / 0659

 Date: **10-28-2020**

 Section/End-User: **Cynthia Dolores V. Godoy**

 Category: **Office Supplies**

 Funding Source: **Special Trust Fund**

 Project Title/Code: **CASL-2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Sealing film, 4" x 125 "	rolls	1	2,000.00		2,000.00
	<b>TOTAL</b>					<b>2,000.00</b>

Purpose: Laboratory use

Checked by:

**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

**MYRNA S. PANCITO**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**CYNTHIA DOLORES V. GODOY**

END USER

Noted by:

**CYNTHIA DOLORES V. GODOY**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU