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

GF-2021-09-00873

PURCHASE REQUEST

Dept./Office: **OHACR**
Section/End-User: **Aniceta M. Lumacad**
Funding Source: **General Fund - MOOE**

PR #: **GF-2021-09-00873**
Date: **09-07-2021**
Category: **Office Supplies**
Project Title/Code: **ACRO-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Alcohol, Rubbing, 70% Isoprophyl, 1ltr.**	btls	1	200.00		200.00
2	**Envelope, Expanding, with garter tie, blue, long**	pc	50	15.00		750.00
3	**Folder, File, Long, 14pts, White**	piece	100	10.00		1,000.00
4	**Folder, Ordinary, A4**	pcs	192	7.00		1,344.00
	Specification: Folder, Ordinary, A4					
5	**Multi-Purpose Glue, 130 g**	btl	1	60.00		60.00
6	**Notebook, ordinary 80 leaves, 60 gsm**	pieces	5	25.00		125.00
7	**Paper, Bond, A4, S-24, 80 gsm**	reams	60	289.00		17,340.00
8	**Paper, Bond, Long, S-20, 70 gsm**	reams	20	286.00		5,720.00
9	**Pen, Highlighter, orange**	pieces	2	46.00		92.00
10	**Pen, Highlighter, violet**	pieces	2	47.00		94.00
11	**Pen, Highlighter, yellow**	pieces	2	45.00		90.00
12	**Record Book, Big, 300 pages**	pcs	3	80.00		240.00
13	**Rubberband, #18, 350 gms/box**	boxes	1	270.00		270.00
	TOTAL					**27,325.00**

Purpose: Office Supplies for ACRO

Checked by:	Funds Available:
DOREEN B. ALBA	**ALICIA M. FLORES**
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	**ANICETA M. LUMACAD**	**ELSIE E. SALAMAT**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU