



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

PURCHASE REQUEST

Dept./Office: **GAD**PR #: **GF-2020-10-00691/1534**Date: **10-16-2020**Section/End-User: **Letty Jean C. Lor**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Anti-Sexual Harassment Unit**

Item #	Item Description	Unit	Qty	Unit Cost	PARICS	Total Cost
1	Envelope, Expanding, with garter tie, violet, long	pc	100	15.00		1,500.00
2	Envelope, Mailing, white, long, 500pcs/box	box	2	395.00		790.00
3	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
4	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
5	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
6	Pen, Ball, black	pieces	50	10.00		500.00
7	Pen, Ball, blue	pieces	100	10.00		1,000.00
8	Pen, Ball, red	pieces	50	10.00		500.00
9	Pen, Whiteboard Marker, black	pieces	50	50.00		2,500.00
10	Pencil, Lead, #2, w/ eraser	pieces	100	10.00		1,000.00
TOTAL						22,220.00

Purpose: For office use

Checked by:		Funds Available:	
DOREEN B. ALBA		MYRNAIS. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	LETTY JEAN C. LOR	MARIA AURORA TERESITA W. TABADA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU