



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

PURCHASE REQUEST

Dept./Office: **FARMI**

PR No.: **GF-2022-11-02219**

Date: **11-03-2022**

Section/End-User: **Vanessa May B. Milan**

Category: **Office Supplies**

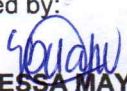
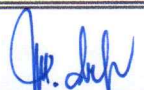
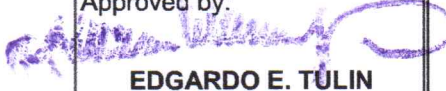
Funding Source: **General Fund - MOOE**

Project Title/Code: **TP.UF.009**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, green, long	pc	10	15.00		150.00
2	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	5	10.00		50.00
3	ID holder	pcs	50	45.00		2,250.00
Specification: necklace type, green color printed with "VISAYAS STATE UNIVERSITY" in yellow color, 1" wide and 16" long						
4	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
Specification: bright white, high premium quality						
5	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
6	Pen, Ball, blue	pieces	25	10.00		250.00
7	Plastic bag (sando bag) 100pcs/pack large	pack	5	95.00		475.00
8	Plastic bag (sando bag) 100 pc./pack medium	pack	5	65.00		325.00
9	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	20	85.00		1,700.00
10	Stapler, HD No.35	pc	2	350.00		700.00
11	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
12	Yarn, Ply Milk Cotton Yarn Cotton Chunky Hand-woven Crochet Knitting Wool Yarn	roll	10	20.00		200.00
TOTAL						8,970.00

Purpose: For farm use.

Checked by: DOREEN B. ALBA TWG - Office Supplies	Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE
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Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	VANESSA MAY B. MILAN	JEROME O. ARRIBADO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU