



STF-2020-10-00516

PPMP #: 101-1-222-2021-8-0-4



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

PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2020-10-00516** /0672 Date: **10-15-2020**Section/End-User: **Arnulfo T. Galenzoga**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **STF - Transcript of Records**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	20	125.00		2,500.00
2	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	2	445.00		890.00
3	Folder, Pressboard, A4, US Green, Double Fold	pcs	100	40.00		4,000.00

Specification:

Folder, pressboard, A4, US Green, double fold

4	Memo Notebooks, 80 leaves	pieces	6	29.00		174.00
5	Paper, Bond, A3, S-24, 80 gsm	reams	1	580.00		580.00
6	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
8	Sticky Note, 3 x 4, Yellow	pads	6	140.00		840.00
9	Tape, Double Sided, 1" x 10m	rolls	6	35.00		210.00
TOTAL						30,514.00

Purpose: For office supplies

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