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PR-2022-0830-58342

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

PURCHASE REQUEST

Dept./Office: **DYDC**PR No.: **GF-2022-08-01193**Date: **08-30-2022**Section/End-User: **Eddie M. Israel**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DYDC-FM**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Correction Pen, rolling ball-metal tip	pc	6	220.00		1,320.00
2	Paper, Bond, A3, S-20, 70 gsm	reams	15	466.00		6,990.00
Note: Item #2 change to:						
	Paper, Bond A4, S-20, 70gms	reams	15	253.00	<i>Eddie M. Israel 9/8/22</i>	3,795.00
3	Paper, Bond, Short, S-20, 70 gsm	reams	5	245.00		1,225.00
Specification:						
bright white, high premium quality						
4	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
5	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	12	105.00		1,260.00
6	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
TOTAL						12,385.00

Purpose: for office use

Checked by:		Funds Available:	
<i>[Signature]</i> DOREEN B. ALBA		<i>[Signature]</i> ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	<i>[Signature]</i> EDDIE M. ISRAEL	<i>[Signature]</i> ROTACIO S. GRAVOSO	<i>[Signature]</i> EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU