



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

PURCHASE REQUEST

Dept./Office: **DOH**PR #: **GF-2020-10-00446 / 1089**Date: **10-15-2020**Section/End-User: **Rosario A. Salas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **A.III.b.1-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00	ROSARIO A. SALAS	7,590.00
2	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00	ROSARIO A. SALAS	5,720.00
3	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light blue (10pcs/pack)	pack	6	65.00	ROSARIO A. SALAS	390.00
TOTAL						13,700.00

Purpose: office supplies

Checked by:

NELLO D. GORNE

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:

Requested by:

ROSARIO A. SALAS

Noted by:

ROSARIO A. SALAS

Approved by:

EDGARDO E. TULIN

Printed Name:

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU