

OFF# 1759  
10/16/20Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte**PURCHASE REQUEST**Dept./Office: **DFS**PR #: **STF-2020-10-00207 / 0563**Date: **10-14-2020**Section/End-User: **Dennis P. Peque**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DFS-Laboratory Share 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	50	100.00	DENNIS P. PEQUE	5,000.00
2	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	50	90.00	DENNIS P. PEQUE	4,500.00

Specification:

	<b>TOTAL</b>					<b>9,500.00</b>
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Purpose: For office use

Checked by:  <b>DOREEN B. ALBA</b> TWG - Office Supplies	Funds Available:  <b>MYRNA S. PANCITO</b> HEAD, BUDGET OFFICE
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Signature:	Requested by:  <b>DENNIS P. PEQUE</b>	Noted by:  <b>DENNIS P. PEQUE</b>	Approved by:  <b>EDGARDO E. TULIN</b>
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU