



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

PURCHASE REQUEST

Dept./Office: **NCRC-V**PR No.: **STF-2022-11-02260**Date: **11-08-2022**Section/End-User: **Maria Farah A. Viscara**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **STF 6.5**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Glue Stick, All-purpose, at least 21g	pcs	1	55.00		55.00
2	Paper, Bond, A4, S-20, 70 gsm	reams	2	253.00		506.00
Specification: bright white, high premium quality						
3	Pen, Permanent Marker, black, fine tip	pieces	1	60.00		60.00
4	Pen, Permanent Marker, blue, fine tip	pieces	1	60.00		60.00
5	Pen, Ball, black	pieces	12	10.00		120.00
6	Pen, Ball, blue	pieces	12	10.00		120.00
7	Pen, Sign, .5mm, Gel-type, Black	piece	3	35.00		105.00
8	Pen, Sign, .5mm, Gel-type, Blue	piece	3	35.00		105.00
9	Record Book, Big, 500 pages	pcs	3	115.00		345.00
10	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	10	155.00		1,550.00
11	Tape, Masking, 1" x 25 yards	rolls	6	48.00		288.00
12	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	75.00		150.00
TOTAL						3,464.00

Purpose: For food processing laboratory use

Checked by:

ALICIA M. FLORES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARIA FARAH A. VISCARA	MARISOL A. LEORNA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU