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PR-2022-0907-61044



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

## PURCHASE REQUEST

Dept./Office: **OHURS**PR No.: **GF-2022-09-01476**Date: **09-07-2022**Section/End-User: **Christy M. Desades**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHURS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00

**Specification:**

bright white, high premium quality

	<b>TOTAL</b>					<b>4,635.00</b>
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Purpose: for office use

Checked by:		Funds Available:	
 <b>DOREEN B. ALBA</b> TWG - Office Supplies		 <b>ALICIA M. FLORES</b> <i>MT OHURS</i> HEAD, BUDGET OFFICE <i>STD</i>	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>CHRISTY M. DESADES</b>	<b>CHRISTY M. DESADES</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>etulin</i>