



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

PURCHASE REQUEST

Dept./Office: **GDO**

PR No.: **GF-2022-06-00870**

Date: **06-28-2022**

Section/End-User: **Benjielyn D. Carpio**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **GDO_2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Pressboard, US, Blue, Long	pieces	5	30.00		150.00
2	Folder, Pressboard, US, Blue, Short	piece	10	29.00		290.00
3	Folder, Pressboard, US, Green, Long	pcs	5	30.00		150.00
4	Folder, Pressboard, US, Green, Short	pcs	10	29.00		290.00
5	Folder, Pressboard, US, Yellow, Long	pieces	5	30.00		150.00
6	Folder, Pressboard, US, Yellow, Short	piece	10	29.00		290.00
7	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00		1,265.00

Specification:

bright white, high premium quality

8	Pen, Highlighter, yellow	pieces	4	45.00		180.00
9	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
10	Puncher, 2 holes, heavy duty	pieces	1	155.00		155.00
11	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	2	40.00		80.00

Specification:

?Sticky Flags Suitable For/As:

?Indexing Tab

?Highlighting

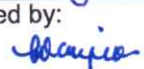
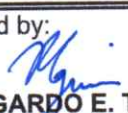
?Marking

?Repositionable

?One end straight-cut, One end arrow-shaped

?Can be used to show/indicate where to attach signature

12	Sticky Note, 3 x 3, Yellow	pads	2	84.00		168.00
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TOTAL				3,518.00	
Purpose: OFFICE SUPPLIES					
Checked by:			Funds Available:		
 DOREEN B. ALBA TWG - Office Supplies			 ALICIA M. FLORES 8-600-301 HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:	
Printed Name:	 BENJIELYN D. CARPIO	 ALLEN GLENNIE P. LAMBERT		 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER		 PRESIDENT, VSU	