



PPMP #: 21-2-243-2021-8-0-2



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

PURCHASE REQUEST

Dept./Office: **ISRDS**PR #: **GF -2020-10-00524** /1268Date: **10-15-2020**Section/End-User: **Ernesto A. Gonzaga**Category: **Office Supplies**Funding Source: **General Fund - CO**Project Title/Code: **TP.AEFEP.12**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	3	140.00		420.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00		1,265.00
TOTAL						2,405.00

Purpose: for office supplies

Checked by: ALICIA M. FLORES TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: ERNESTO A. GONZAGA END USER	Noted by: LILIAN B. NUÑEZ UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU