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PR-2022-0914-63259



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

PURCHASE REQUEST

Dept./Office: **GDO**PR No.: **GF-2022-09-01765**Date: **09-14-2022**Section/End-User: **Benjielyn D. Carpio**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **GDO_2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Eraser, whiteboard, magnetic flannel	pc	1	60.00		60.00
2	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00		1,265.00
Specification: bright white, high premium quality						
3	Pen, Sign, .5mm, Gel-type, Black	piece	5	35.00		175.00
4	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
5	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	2	146.00		292.00
6	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	3	79.00		237.00
7	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00		880.00
TOTAL						3,259.00
Purpose: office supplies						
Checked by: DOREEN B. ALBA TWG - Office Supplies				Funds Available: ALICIA M. FLORES 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	