

SCAN HERE



PR-2022-1114-75154



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

## PURCHASE REQUEST

PPMP No. : 201-1-1846-2022-10-0-3

Dept./Office: **DMath**PR No.: **STF-2022-11-02281**Date: **11-14-2022**Section/End-User: **Mary Joy H. Piamonte**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DMath-2022Lab2**

| Item #       | Item Description                                  | Unit  | Qty | Unit Cost | PAR/ICS             | Total Cost      |
|--------------|---------------------------------------------------|-------|-----|-----------|---------------------|-----------------|
| 1            | Envelope, Document, Brown, 150 lbs, Long          | pc    | 50  | 7.00      | EUSEBIO R. LINA JR. | 350.00          |
| 2            | Envelope, Expanding, with garter tie, brown, long | pc    | 20  | 15.00     | EUSEBIO R. LINA JR. | 300.00          |
| 3            | Folder, File, Long, 14pts, White                  | piece | 50  | 10.00     | EUSEBIO R. LINA JR. | 500.00          |
| 4            | Staple Wire, #35                                  | boxes | 20  | 30.00     | EUSEBIO R. LINA JR. | 600.00          |
| <b>TOTAL</b> |                                                   |       |     |           |                     | <b>1,750.00</b> |

Purpose: For Laboratory Use

|                             |                             |                                |                             |
|-----------------------------|-----------------------------|--------------------------------|-----------------------------|
| Checked by:                 |                             | Funds Available:               |                             |
| <br><b>ALICIA M. FLORES</b> |                             | <br><b>ALICIA M. FLORES</b>    |                             |
| TWG - Office Supplies       |                             | HEAD, BUDGET OFFICE            |                             |
| Signature:                  | Requested by:               | Noted by:                      | Approved by:                |
| Printed Name:               | <b>MARY JOY H. PIAMONTE</b> | <br><b>EUSEBIO R. LINA JR.</b> | <br><b>EDGARDO E. TULIN</b> |
| Designation:                | END USER                    | UNIT HEAD, PROJECT LEADER      | PRESIDENT, VSU              |