



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

## PURCHASE REQUEST

PPMP No. : **72-4-785-2023-7-0-4**PR No.: **TF-2023-08-01662**Date: **08-14-2023**Dept./Office: **AccO**Category: **Office Supplies**Duration: **2023-08-01**Section/End-User: **Valerie Y. Vergis**Project Title/Code: **Administrative**

to

**2023-12-31**Funding Source: **Trust Fund****Cost 20201050-6**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00

**Specification:**

bright white, high premium quality

**TOTAL****1,445.00**

Purpose: for office use

Checked by:

**SHALOM GRACE C. SUGANO**

TWG - Office Supplies

Funds Available:

**NICK FREDDY R. BELLO**

HEAD, ACCOUNTING OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**VALERIE Y. VERGIS**

END USER

Noted by:

**NICK FREDDY R. BELLO**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU