PR-2022-0906-60583

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

PURCHASE REQUEST

Dept./Office: **DTE** | PR No.: **GF-2022-09-01407** | Date: **09-06-2022**

Section/End-User: **Maria Precilla P. Balo** | Category: **Office Supplies**

Funding Source: **General Fund - MOOE** | Project Title/Code: **DTE-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
2	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
3	Pen, Ball, blue	pieces	50	10.00		500.00
4	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	3	500.00		1,500.00
5	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
6	Staple Wire, #35	boxes	2	30.00		60.00
7	Stapler, HD No.35	pc	1	350.00		350.00
8	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	3	155.00		465.00
	TOTAL					**5,325.00**

Purpose: For Office Use

Checked by:	Funds Available:
ALICIA M. FLORES	ALICIA M. FLORES DTE 301
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	MARIA PRECILLA P. BALO	JOEL Q. MABALHIN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 9/14/22