

SCAN HERE



PR-2022-0913-62910



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

PURCHASE REQUEST

Dept./Office: **ODS**PR No.: **GF-2022-09-01673**Date: **09-13-2022**Section/End-User: **Junard C. Gucela**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODS-OSS GRANDS AND AWARDS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
2	Folder, Ordinary, A4	pcs	500	7.00		3,500.00
Specification: Folder, Ordinary, A4						
3	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
4	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00		230.00
TOTAL						9,465.00

Purpose: For Office Supply used for 2023

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>creates by Junard C. Gucela</i>	
Signature:	Requested by: JUNARD C. GUCELA	Noted by: MANOLO B. LORETO JR.	Approved by: EDGARDO E. TULIN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/15/22</i>
Designation:			