



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

PURCHASE REQUEST

Dept./Office: **DCHM**

PR #: **GF-2020-10-00297/1124**

Date: **10-14-2020**

Section/End-User: **James B. Escudra**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DTHM-2021-GF-03**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
2	Envelope, Document, Brown, 150 lbs, Short	pc	100	5.00		500.00
3	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00		750.00
4	Envelope, Expanding, with garter tie, brown, short	pc	50	11.00		550.00
TOTAL						2,500.00

Purpose: Office use

Checked by: NELLO D. GORNE TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: JAMES B. ESCUADRA	Noted by: VENICE B. IBANEZ	Approved by: EDGARDO E. TULIN
Printed Name:	JAMES B. ESCUADRA	VENICE B. IBANEZ	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU