



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

PURCHASE REQUEST

Dept./Office: **DDC**

PR #: **GF-2020-10-00425 /1213**

Date: **10-15-2020**

Section/End-User: **Jesse C. Tulin**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DDC-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btl	10	140.00	CHRISTINA A. GABRILLO	1,400.00
2	Folder, File, Long, 14pts, White	piece	30	10.00	CHRISTINA A. GABRILLO	300.00
3	Pen, Permanent Marker, black, broad tip	pieces	5	60.00	CHRISTINA A. GABRILLO	300.00
4	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
TOTAL						2,300.00

Purpose: for office supplies

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: JESSE C. TULIN	Noted by: CHRISTINA A. GABRILLO	Approved by: EDGARDO E. TULIN
Printed Name:	JESSE C. TULIN	CHRISTINA A. GABRILLO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU