

SCAN HERE



PR-2022-0913-63239



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

PURCHASE REQUEST

Dept./Office: **OUR**PR No.: **STF-2022-09-01755**Date: **09-13-2022**Section/End-User: **Marian . Sacro**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **STF-Graduation & diploma fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
Specification: bright white, high premium quality						
2	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
3	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
Specification: bright white, high premium quality						
TOTAL						43,500.00
Purpose: office use						
Checked by:				Funds Available:		
 ALICIA M. FLORES TWG - Office Supplies				 ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:			Approved by:	
Printed Name:	MARIAN . SACRO	MARWEN A. CASTAÑEDA			EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	