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PR-2022-0913-63050



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

PURCHASE REQUEST

PR No.: **STF-2022-09-01702**Date: **09-13-2022**Dept./Office: **CN**Category: **Office Supplies**Duration: **2022-08-22**Section/End-User: **Janet Alexis A. De los Santos**

to

Project Title/Code: **ISR.CON.0822-0723.02****2022-12-31**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, Plastic, Long, with Handle	pcs	5	100.00		500.00
Specification:						
2	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
3	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
Specification:						
bright white, high premium quality						
5	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
6	Pen, Sign, .5mm, Gel-type, Black	piece	10	35.00		350.00
7	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
8	Pen, Sign, .5mm, Gel-type, Red	piece	10	35.00		350.00
9	Record Book, Big, 300 pages	pcs	10	110.00		1,100.00
TOTAL						5,960.00

Purpose: To be able to use during the conduct of research project.

Checked by:		Funds Available:	
 ALICIA M. FLORES		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE F. R.	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JANET ALEXIS A. DE LOS SANTOS	JANET ALEXIS A. DE LOS SANTOS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU