



STF-2020-10-00363

PPMP #: 30-1-900-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **DME**PR #: **STF-2020-10-00363** / 06/16Date: **10-14-2020**Section/End-User: **Antonette S. Cruz**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DME-STF-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
2	Paper, Bond, Long, S-24, 80 gsm	reams	9	328.00		2,952.00
	TOTAL					10,177.00

Purpose: for office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: ANTONETTE S. CRUZ	Noted by: JUNDY R. CASTIL	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU