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PR-2022-0907-61012



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

PURCHASE REQUEST

Dept./Office: **OHCPD**PR No.: **GF-2022-09-01467**Date: **09-07-2022**Section/End-User: **Angelica P. Baldos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CPDE 2023**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--|--|-------|-----|-----------|---------|-----------------|
| 1 | Paper, Bond, A4, S-20, 70 gsm | reams | 10 | 253.00 | | 2,530.00 |
| Specification: bright white, high premium quality | | | | | | |
| 2 | Paper, Parchment, A4, cream, 100 sheets/pack | pack | 4 | 500.00 | | 2,000.00 |
| 3 | Pen, Sign, .5mm, Gel-type, Blue | piece | 10 | 35.00 | | 350.00 |
| TOTAL | | | | | | 4,880.00 |

Purpose: Office use

| | | | |
|-----------------------|--------------------|---------------------------|------------------|
| Checked by: | | Funds Available: | |
| DOREEN B. ALBA | | ALICIA M. FLORES | |
| TWG - Office Supplies | | HEAD, BUDGET OFFICE | |
| Signature: | Requested by: | Noted by: | Approved by: |
| Printed Name: | ANGELICA P. BALDOS | ANGELICA P. BALDOS | EDGARDO E. TULIN |
| Designation: | END USER | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |