



PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2021-09-00901**Date: **09-08-2021**Section/End-User: **Arnulfo T. Galenzoga**Category: **Labor Services**Funding Source: **Special Trust Fund**Project Title/Code: **STF-REGISTRAR'S SERVICES**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Binding of books (gradesheets, Form 12, official list & other important documents)	pcs	20	200.00		4,000.00
Specification: Book binding services within VSU library						
TOTAL						4,000.00
Purpose: For office use						
Checked by: MARLON G. BURLAS TWG - Labor Services				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by: ARNULFO T. GALENZOGA END USER		Noted by: MARWEN A. CASTAÑEDA UNIT HEAD, PROJECT LEADER		Approved by: EDGARDO E. TULIN PRESIDENT, VSU	