



GF-2020-10-00347



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

GP# 1957-1958
10/29/20
FORM # 58-S-714-2021-7-0-0

PURCHASE REQUEST

Dept./Office: **DTE**

PR #: GF-2020-10-00347 / 11462

Date: 10-14-2020

Section/End-User: **Bayron S. Barredo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DTE HIGHER EDUCATION-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
2	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00		750.00
3	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
5	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
6	Tape, Transparent, 24mm x 50m	rolls	4	120.00		480.00
TOTAL						34,760.00

Purpose: Use for Office and Instruction Purposes

Checked by:

ALICIA M. FLORES

Funds Available:

MYRNA S. PANCITO

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:

BAYRON S. BARREDO
JOEL Q. MABALHIN
EDGARDO E. TULINO

Designation:

END USER**UNIT HEAD, PROJECT LEADER****PRESIDENT, VSU**