



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

## PURCHASE REQUEST

Dept./Office: **USSO**

PR #: **STF-2020-10-00623**

Date: **10-16-2020**

Section/End-User: **Meriam M. Luna**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **USSO/ODS 2021 - Guidance Fee**

| Item #       | Item Description                                 | Unit  | Qty | Unit Cost | PAR/ICS | Total Cost      |
|--------------|--------------------------------------------------|-------|-----|-----------|---------|-----------------|
| 1            | Alcohol, Isopropyl, 70% solution, 500mL          | btls  | 2   | 140.00    |         | 280.00          |
| 2            | Nylon, #300, for grass cutter                    | kl    | 5   | 450.00    |         | 2,250.00        |
| 3            | Paper, Bond, A4, S-24, 80 gsm                    | reams | 20  | 289.00    |         | 5,780.00        |
| 4            | Paper, Bond, Colored, Short, S-16, 56gsm, Blue   | reams | 1   | 264.00    |         | 264.00          |
| 5            | Paper, Bond, Colored, Short, S-16, 56gsm, Green  | reams | 1   | 264.00    |         | 264.00          |
| 6            | Paper, Bond, Colored, Short, S-16, 56gsm, Pink   | reams | 3   | 264.00    |         | 792.00          |
| 7            | Paper, Bond, Colored, Short, S-16, 56gsm, Yellow | reams | 1   | 264.00    |         | 264.00          |
| <b>TOTAL</b> |                                                  |       |     |           |         | <b>9,894.00</b> |

Purpose: for office use

|                       |                       |                           |                         |
|-----------------------|-----------------------|---------------------------|-------------------------|
| Checked by:           |                       | Funds Available:          |                         |
| <b>DOREEN B. ALBA</b> |                       | <b>MYRNA S. PANCITO</b>   |                         |
| TWG - Office Supplies |                       | HEAD, BUDGET OFFICE       |                         |
| Signature:            | Requested by:         | Noted by:                 | Approved by:            |
| Printed Name:         | <b>MERIAM M. LUNA</b> | <b>MANOLO B. LORETO</b>   | <b>EDGARDO E. TULIN</b> |
| Designation:          | END USER              | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU          |