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PR-2022-0623-40509



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

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PR-2022-0524-34327

Wala na release to OP

## PURCHASE REQUEST

Dept./Office: **OHCPD**PR No.: **GF-2022-05-00615**Date: **05-26-2022**Section/End-User: **Angelica P. Baldos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OCPE-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
3	Paper, Parchment, A4, cream, 100 sheets/pack	pack	10	500.00		5,000.00
4	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
<b>TOTAL</b>						<b>8,990.00</b>

Purpose: For Office Use

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