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PR-2022-0913-62893



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

PURCHASE REQUEST

PR No.: **GF-2022-09-01665**Date: **09-13-2022**Dept./Office: **ODS**Category: **Office Supplies**Section/End-User: **Junard C. Gucela**
 Project Title/Code: **ODS-OFFICE OF THE CAREER
 AND JOB PLACEMENT SERVICES**
Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	1	480.00		480.00
Specification: 75% alcohol solution						
2	Folder, Ordinary, A4	pcs	1000	7.00		7,000.00
Specification: Folder, Ordinary, A4						
3	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
4	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
5	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
TOTAL						12,190.00

Purpose: For Office Supply used for 2023

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:	JUNARD C. GUCELA	MANOLO B. LORETO JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU