



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



PURCHASE REQUEST

Dept./Office: **VSUHSO** PR No.: **GF-2022-03-00330** Date: **03-30-2022**
Section/End-User: **Clara P. Mercado** Category: **Office Supplies**
Funding Source: **General Fund - MOOE** Project Title/Code: **USHER**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	30	600.00		18,000.00
2	Cotton, 400g	packs	12	165.00		1,980.00
3	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	9	204.00		1,836.00
TOTAL						21,816.00

Purpose: FOR OFFICE USE

Checked by:	DOREEN B. ALBA		Funds Available:	ALICIA M. FLORES	
	TWG - Office Supplies			HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:		
Printed Name:	CLARA P. MERCADO	ELWIN JAY V. YU	EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		