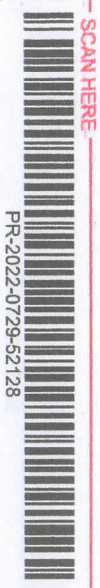




Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte



## PURCHASE REQUEST

Dept./Office: **USHER**  
Section/End-User: **Clara P. Mercado**  
Funding Source: **Special Trust Fund**

PR No.: **STF-2022-07-01022** Date: **07-29-2022**  
Category: **Office Supplies**  
Project Title/Code: **USHER - Admin office**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00		5,720.00
Specification: bright white, high premium quality						
3	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00		2,450.00
Specification: bright white, high premium quality						
4	Paper, Mimeo, WW, Long, S-20	reams	20	228.00		4,560.00
TOTAL						38,030.00

Purpose: For incoming face to face medical for students

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