



PPMP #: 21-2-243-2021-8-0-1



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

PURCHASE REQUEST

Dept./Office: **ISRDS**PR #: **GF-2020-10-00543 /1270**Date: **10-15-2020**Section/End-User: **Ernesto A. Gonzaga**Category: **Office Supplies**Funding Source: **General Fund - CO** *MOOE*Project Title/Code: **BDC.Ext. 70**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, Plastic, Long, with Handle	pcs	20	100.00		2,000.00
Specification:						
2	Notebook, ordinary 80 leaves, 60 gsm	pieces	30	25.00		750.00
3	Pen, Ball, blue	pieces	30	10.00		300.00
TOTAL						3,050.00

Purpose: For office supplies

Checked by: <i>[Signature]</i> ALICIA M. FLORES TWG - Office Supplies		Funds Available: <i>[Signature]</i> MYRNA S. PANCITO HEAD, BUDGET OFFICE <i>[Signature]</i>	
Signature:	Requested by: <i>[Signature]</i> ERNESTO A. GONZAGA	Noted by: <i>[Signature]</i> MYRNA M. AVILA	Approved by: <i>[Signature]</i> EDGARDO E. TULIN
Printed Name:	ERNESTO A. GONZAGA	MYRNA M. AVILA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU