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PR-2022-0913-62888



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

PURCHASE REQUEST

PR No.: **GF-2022-09-01663**Date: **09-13-2022**Dept./Office: **ODS**Category: **Office Supplies**Section/End-User: **Junard C. Gucela**
 Project Title/Code: **ODS-OFFICE OF THE STUDENT
 DEVELOPMENT SERVICES**
Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Ordinary, A4	pcs	1000	7.00		7,000.00
Specification: Folder, Ordinary, A4						
2	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
TOTAL						9,890.00
Purpose: For Office Supply used for 2023						
Checked by: DOREEN B. ALBA TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>ODS- STU</i>		
Signature: Printed Name: Designation:	Requested by: JUNARD C. GUCELA END USER	Noted by: MANOLO B. LORETO JR. UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU <i>9/15/22</i>			