



PURCHASE REQUEST

Dept./Office: **OVPREI**PR #: **GF-2021-08-00586**Date: **08-05-2021**Section/End-User: **Rhena Jane M. Soria**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2021-14**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Laminating Film, A4, 100 shts/box, 250 microns	box	1	1,430.00		1,430.00
2	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	4	195.00		780.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	4	289.00		1,156.00
4	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
TOTAL						5,866.00

Purpose: For the repair and maintenance of the CASL and FTS Laboratories for the application of the Certificate of Authority to Operate

Checked by: <div style="text-align: center;">DOREEN B. ALBA</div>		Funds Available: <div style="text-align: center;">MYRNA S. PANCITO</div>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: <div style="text-align: center;">RHENA JANE M. SORIA</div> END USER	Noted by: <div style="text-align: center;">ALAN B. LORETO</div> UNIT HEAD, PROJECT LEADER	Approved by: <div style="text-align: center;">EDGARDO E. TULIN</div> PRESIDENT, VSU