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PR-2022-0913-63225



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

PURCHASE REQUEST

Dept./Office: **OUR**PR No.: **STF-2022-09-01748**Date: **09-13-2022**Section/End-User: **Marian . Sacro**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **STF - Registrar's services**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cartolina, US, Gold, at least 160gsm	pcs	100	14.00		1,400.00
2	Folder, Pressboard, US, Green, Short	pcs	50	29.00		1,450.00
3	ID holder	pcs	4000	45.00		180,000.00

Specification:

necklace type, green color printed with "VISAYAS STATE UNIVERSITY" in yellow color, 1" wide and 16" long

4	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
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Specification:

bright white, high premium quality

TOTAL						197,300.00
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Purpose: office use

Checked by:

ALICIA M. FLORES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARIAN . SACRO	MARWEN A. CASTAÑEDA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU