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PR-2024-0321-187171



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

PURCHASE REQUEST

PPMP No. : 44-1-2787-2024-1-0-1

PR No.: STF-2024-03-00931

Date: 03-21-2024

Dept./Office: **DStat**Category: **Office Furniture
& Fixture**Section/End-User: **Molley Venice . Nuñez**Funding Source: **Special Trust Fund**Project Title/Code: **DS-ST-Podium-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	3/8" Acrylic Glass Lectern	pc	1	50,000.00		50,000.00

Specification:

3/8" Acrylic Glass Lectern

- Bookrest: Acrylic slab
- Base: Acrylic base
- Top Dimensions: 27"W x 22"D
- Base Dimensions: 26"W x 20"D
- Overall Height: 42.5"H
- Weight: 71 Lbs.
- With custom design seal of VSU in front

	TOTAL					50,000.00
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Purpose: Replacement of UIMC Podium

Checked by: LEO A. MAMOLO		Funds Available: ALICIA M. FLORES	
TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE	
Signature:	Prepared by: MOLLEY VENICE . NUÑEZ	Noted by: PAULO G. BATIDOR	Approved by: DANIEL LESLIE S. TAN
Printed Name:			DANIEL LESLIE S. TAN
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU