



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

PURCHASE REQUEST

Dept./Office: **USSO**

PR #: **STF-2020-10-00614**

Date: **10-16-2020**

Section/End-User: **Meriam M. Luna**

Category: **Hardware**

Funding Source: **Special Trust Fund**

Project Title/Code: **USSO/ODS 2021 - Guidance Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Blade for Grass Cutter	piece	3	75.00		225.00
2	Grass cutter	pc	1	20,000.00		20,000.00

Specification:

Engine: 4 stroke engine

Handle type: both hands

Power transmission method: automatic centrifugal clutch, spiral gear

Displacement Volume (cc): 41.5

Carburetor: Float, piston valve

Starting Method: Recoil starter

Stopping Method: Sparking Circuit Primary Short

Fuel Used: Lubricating oil mixed gasoline (mixing rate 25:1)

Lubricating Oil Used: 2-cycle engine oil

Fuel Tank Capacity (L): 1

TOTAL

20,225.00

Purpose: for office use

Checked by:

Funds Available:

MARLON G. BURLAS

MYRNA S. PANCITO

TWG - Hardware

HEAD, BUDGET OFFICE

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:

MERIAM M. LUNA

MANOLO B. LORETO

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU