

CP# 2025
11/5/20

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

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BY: *Amato*

PURCHASE REQUESTDept./Office: **VIHS**PR #: **GF-2020-10-00424 /1474**Date: **10-23-2020**Section/End-User: **Shalom Grace C. Sugano**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **JHS-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper Cutter, Wooden, 18" x 15" (A3)	pcs	1	2,500.00	SHALOM GRACE C. SUGANO	2,500.00
Specification: guillotine paper cutter 18" (wooden cutter)						
TOTAL						2,500.00
Purpose: For office use						
Checked by: <i>[Signature]</i> LEO A. MAMOLO				Funds Available: <i>[Signature]</i> MYRNA S. PANCITO		
TWG - Office Furniture & Fixture				HEAD, BUDGET OFFICE <i>[Signature]</i>		
Signature:	Requested by: <i>[Signature]</i>		Noted by: <i>[Signature]</i>		Approved by: <i>[Signature]</i>	
Printed Name:	SHALOM GRACE C. SUGANO		SHALOM GRACE C. SUGANO		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	