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PR-2022-0907-61043



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

## PURCHASE REQUEST

PR No.: **GF-2022-09-01475**Date: **09-07-2022**Dept./Office: **OHURS**Category: **Office  
Equipment**Section/End-User: **Christy M. Desades**Project Title/Code: **OHURS**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Comb Binding ring Machine,</b>	pc	1	22,000.00		22,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• for long Bond paper</li> <li>• <b>Punch Capacity:</b> at least 15 sheets (80gsm)</li> <li>• <b>Bind Capacity:</b> at least 380 sheets (80gsms)</li> <li>• at least 24 holes</li> <li>• Adjustable margin guide</li> <li>• heavy duty,</li> <li>• good quality</li> </ul>						
2	<b>Paper shredder machine, heavy duty</b>	pieces	1	12,000.00		12,000.00
<b>Specification:</b> <p>?Shred Type: Cross Cut            ?Maximum Sheet capacity(70gsm) : 10 Sheets            ?Waste Container capacity: 21 Liters            ?Power Source: 220 - 240 VAC</p>						
<b>TOTAL</b>						<b>34,000.00</b>
Purpose: for office use						
Checked by:				Funds Available:		
 <b>LEO A. MAMOLO</b>				 <b>ALICIA M. FLORES</b>		
TWG - Office Equipment				HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	<b>CHRISTY M. DESADES</b>	<b>CHRISTY M. DESADES</b>		<b>EDGARDO E. TULIN</b>		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		