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PR-2022-0913-63046



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

PURCHASE REQUEST

PR No.: **STF-2022-09-01700**Date: **09-13-2022**Dept./Office: **CN**Category: **Office
Equipment**Duration: **2022-08-22
to
2022-12-31**Section/End-User: **Janet Alexis A. De los Santos**Project Title/Code: **ISR.CON.0822-
0723.02**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper shredder machine, heavy duty	pieces	1	12,000.00		12,000.00

Specification:

?Shred Type: Cross Cut

?Maximum Sheet capacity(70gsm) : 10 Sheets

?Waste Container capacity: 21 Liters

?Power Source: 220 - 240 VAC

TOTAL						12,000.00
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Purpose: for research use

Checked by:	 LEO A. MAMOLO	Funds Available:	 ALICIA M. FLORES
	TWG - Office Equipment		HEAD, BUDGET OFFICE
Signature:		Noted by:	
Printed Name:	JANET ALEXIS A. DE LOS SANTOS		JANET ALEXIS A. DE LOS SANTOS
Designation:	END USER		UNIT HEAD, PROJECT LEADER
		Approved by:	 EDGARDO E. TULIN
			PRESIDENT, VSU