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PR-2024-0812-215582



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-080724-0339**PR No.: **GF-2024-08-01524**Date: **08-12-2024**Dept./Office: **ICTMC**Category: **Office Furniture
& Fixture**Section/End-User: **ELVIE D. BALBARINO**Funding Source: **General Fund - MOOE**Project Title/Code: **MIS- 08-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	pc	1	12,000.00		12,000.00

Specification:

?Display Cabinet, Filing Cabinet

?Dimensions: 900mm x 450mm x 1850mm

?Powder coated

?Adjustable shelves

TOTAL**12,000.00**

Purpose: To enhance the organization and accessibility of files and documents of MIS

Checked by:

VIVIAN V. BALBARINO

TWG - Office Furniture & Fixture

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

ELVIE D. BALBARINO

Noted by:

NORMAN O. VILLAS

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU