

SCAN HERE



PR-2025-0307-259516



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-030625-1002**PR No.: **TF-2025-03-00292**Date: **03-07-2025**Dept./Office: **FVM**Category: **Office Furniture  
& Fixture**Section/End-User: **Harvie P. Portugaliza**Funding Source: **Trust Fund**Project Title/Code: **101T 20201050-6 Admin Cost**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	<b>Steel Cabinet 4 shelves w/ lock &amp; key; board glass door</b>	pcs	1	10,000.00		10,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Height: 180 cm</li> <li>• Length: 90 cm</li> <li>• Width: 45 cm</li> </ul>						
<b>TOTAL</b>						<b>10,000.00</b>
Purpose: Laboratory improvement						
Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Furniture & Fixture <i>4/7/25</i>				Funds Available:  <b>NICK FREDDY R. BELLO</b> HEAD, ACCOUNTING OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	<b>HARVIE P. PORTUGALIZA</b>	<b>HARVIE P. PORTUGALIZA</b>		<b>PROSE IVY G. YEPES</b>		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		