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PR-2024-1016-230924



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-090424-0394**PR No.: **GF-2024-10-03017**Date: **10-16-2024**Dept./Office: **ARIC**Category: **Office Furniture
& Fixture**Section/End-User: **Maria Rhoda A. Salas**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2022-12**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office cabinet with glass and steel doors	unit	1	12,000.00		12,000.00
Specification: <ul style="list-style-type: none"> • Top part: Glass swing doors • Bottom part: Steel swing doors • Finish: Powder coated • Locking Mechanism: Includes lock and keys • Shelving: Comes with 3 adjustable shelves • Color: Beige 						
2	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	pc	1	12,000.00	ANABELLA B. TULIN	12,000.00
Specification: <ul style="list-style-type: none"> • Type: Display Cabinet, Filing Cabinet • Dimensions: 900 mm (W) x 450 mm (D) x 1850 mm (H) • Finish: Powder coated • Features: Adjustable shelves 						
TOTAL						24,000.00
Purpose: For office use						
Checked by: PAULINE S. CAINTIC				Funds Available: ALICIA M. FLORES		
TWG - Office Furniture & Fixture				HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	 MARIA RHODA A. SALAS		 ANABELLA B. TULIN		 PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	