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G.E. 21

PR-2024-0207-176787



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

PURCHASE REQUEST

PPMP No. : 39-4-172-2024-0-0-0

PR No.: TF-2024-02-00430

Date: 06-14-2024

Dept./Office: CN

Category: Office Equipment

Duration: 2024-01-31

Section/End-User: Janet Alexis A. De los Santos

Project Title/Code: 20201050-10.6.31

to
2024-03-29

Funding Source: Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	File Cabinet	unit	1	10,000.00		10,000.00
Specification: <i>Minimum Specifications:</i> • Vertical file cabinet • WDH: 460 mm x 600 mm x 1015 mm • All-Metal Body Gauge 20 • 3 Drawers • Key-Lock Mechanism						
2	Heavy Duty Combo Binding Machine	unit	1	18,000.00		18,000.00
Specification: ?Specs: ?Maximum Punching Sheets: 25 ?Max Size: LS, F4, A4, Extra Long ?Selectable Punching Pins: 24 slots ?Net Weight: 12.5kgs						
3	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						40,000.00
Purpose: for document storage						

Checked by:  LEO A. MAMOLO		Funds Available:  NICK FREDDY R. BELLO	
TWG - Office Equipment		HEAD, ACCOUNTING OFFICE	
Signature: Printed Name: Designation:	Prepared by:  JANET ALEXIS A. DE LOS SANTOS	Noted by:  JANET ALEXIS A. DE LOS SANTOS	Approved by:  PROSE IVY G. YEPES
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU