



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

PURCHASE REQUEST

PPMP No. : **200-1-2088-2024-0-0-1**PR No.: **STF-2024-05-01104**Date: **05-09-2024**Dept./Office: **DPhys**Category: **IT Supplies and Equipment**Section/End-User: **Perlie A. Gucela**Funding Source: **Special Trust Fund**Project Title/Code: **DPhys Laboratory 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Microsoft Office Home & Student 2019, 1 Perpetual License, Medialess	pcs	2	7,500.00		15,000.00
Specification: ?One-time purchase for 1 PC or Mac ?Classic 2019 versions of Word, Excel, and PowerPoint ?Microsoft support included for 60 days at no extra cost ?Licensed for home use						
TOTAL						15,000.00
Purpose: for laboratory use						
Checked by: DIONESIO I. ESTUPA TWG - IT Supplies and Equipment				Funds Available: ALICIA M. FLORES JUNIFAST HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:			Approved by:	
Printed Name:	PERLIE A. GUCELA	REV RHIZZA L. AURE			PROSE IVY G. YEPES	
Designation:		UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	