



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

PURCHASE REQUEST

PPMP No. : 39-5-911-2022-0-0-10

PR No.: GF-2023-01-00071

Date: 01-18-2023

Dept./Office: CN

Category: Office Furniture
& Fixture

Section/End-User: Michelle C. Tolibas

Project Title/Code: Increase in Carrying Capacity of
Nsg. and Allied Health Programs

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pieces	5	11,000.00	MICHELLE C. TOLIBAS	55,000.00

Specification:

- ?size of the product is W=46CM,L=62CM,H=133CM(1 inch=2.54CM),
- ? 37KG Pure steel product.
- ?The steel thickness of the file cabinet is 0.7-1.2mm
- ?4 Drawers steel vertical filing cabinet

TOTAL						55,000.00
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Purpose: for office use.

Checked by: LEO A. MAMOLO		Funds Available: ALICIA M. FLORES	
TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE	
Signature:	Requested by: MICHELLE C. TOLIBAS	Noted by: MICHELLE C. TOLIBAS JESUSA M. MAGNO	Approved by: EDGARDO E. TULIN
Printed Name:	MICHELLE C. TOLIBAS	JESUSA M. MAGNO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU