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PR-2024-0219-179545



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

PURCHASE REQUEST

PR No.: **GF-2024-02-00568**Date: **02-19-2024**Category: **IT Supplies and Equipment**
 Duration: **2024-01-01**
 to
2024-12-31
PPMP No. : **26-5-1132-2024-0-0-7**Dept./Office: **ITEEM**Section/End-User: **Shaira B. Manapsal**
 Project Title/Code: **INTEGRATED
 COASTAL RESOURCE MANAGEMENT IN SOUTHERN
 CAMOTES SEA AND SELECTED MUNICIPALITIES OF
 LEYTE-PROJECT CODE-NR.CRM-015**

Item #	Item Description	Unit	Qty	Unit Cost	Price	Total Cost
1	Microsoft Office 2021 Professional Plus Perpetual License	unit	1	7,000.00		7,000.00

Specification:

- Includes Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher Access and Teams
- You will receive a License Key Card inside a Sealed Box
- The License is Perpetual / No Expiration.
- This is One-time purchase for 1 PC
- Compatible with Windows 11 and Windows
- Works with Microsoft Teams

	TOTAL					7,000.00
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Purpose: For project use

Checked by: DIONESIO I. ESTUPA		Funds Available: ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Prepared by: 	Noted by: 	Approved by:
Printed Name:	SHAIRA B. MANAPSAL	RIS MENOEL R. MODINA	DANIEL LESLIE S. TAN
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU