

SCAN HERE



PR-2025-0423-268400



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0578**PR No.: **TF-2025-04-00546**Date: **04-23-2025**Dept./Office: **AccO**
 Category: **Office
 Equipment and Appliances**
Section/End-User: **Valerie Y. Vergis**
 Project Title/Code: **101T 20201050-6 Administrative
 Cost - PPMP 2025**
Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Heavy Duty Combo Binding Machine	unit	1	18,000.00	JHONAVEL R. CASTIL	18,000.00

Specification:

- **Maximum Punching Capacity:** 25 sheets
- **Maximum Size:** LS, F4, A4, Extra Long
- **Selectable Punching Pins:** 24 slots
- **Net Weight:** 12.5 kg

	TOTAL					18,000.00
--	--------------	--	--	--	--	------------------

Purpose: For operation use. Financial administration of externally funded projects.

Checked by: NORMAN O. VILLAS		Funds Available: NICK FREDDY R. BELLO	
TWG - Office Equipment and Appliances		HEAD, ACCOUNTING OFFICE;	
Signature:	Prepared by: VALERIE Y. VERGIS	Noted by: NICK FREDDY R. BELLO	Approved by: PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU