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PR-2023-0817-138944



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

PURCHASE REQUEST

PPMP No. : **247-5-1078-2024-7-0-0**PR No.: **GF-2023-08-01833**Date: **08-17-2023**Dept./Office: **ULC**Category: **Office Equipment**Section/End-User: **Geraldine T. Baro**Project Title/Code: **ULC-GF-Office Supplies-2024**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	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					12,000.00
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Purpose: For office equipment

Checked by: LEO A. MAMOLO TWG - Office Equipment		Funds Available: ALICIA M. FLORES <i>08-17-24</i> HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: GERALDINE T. BARO END USER	Noted by: VICENTE A. GILOS UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU