



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

PURCHASE REQUEST

Dept./Office: **VICARP**

PR #: **TF 20-10-170**

Date: **10-15-2020**

Section/End-User: **Elmera Y. Bañoc**

Category: **Office Equipment**

Funding Source: **Trust Fund**

Project Title/Code: **VICARP-2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Water Dispenser, Cabinet type	pc	1	10,000.00		10,000.00

Specification:

- Floor standing
- Hot and cold function
- plastic body, high efficiency compressor
- thermally protected

TOTAL

10,000.00

Purpose: For office use

Checked by:

NORMAN O. VILLAS

TWG - Office Equipment

Funds Available:

ERLINDA S. ESGUERRA

HEAD, ACCOUNTING OFFICE

Signature:

Printed Name:

Designation:

Requested by:

ELMERA Y. BAÑOC

END USER

Noted by:

OTHELLO B. CAPUNO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU