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PR-2025-0206-252137



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092824-0709**PR No.: **GF-2025-02-00140**Date: **02-06-2025**Dept./Office: **DFST**

Category: **Office
 Equipment and Appliances**

Section/End-User: **Ivy C. Emnace**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2023-9**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Metal Kitchen Trolley with Bottle/Glass Organizer	unit	3	3,000.00	IVY C. EMNACE	9,000.00

Specification:

- **Product Code:** HKO4020B-NEW
- **Material:** Powder Coated Metal
- **Handle:** "U" shaped handle
- **Wheels:**
 - 4 rotatable 360° wheels
 - 2 wheels are lockable
- **Frame:** Metal frame
- **Additional Features:** Storage space at the bottom

	TOTAL					9,000.00
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Purpose: For laboratory use

Checked by: NORMAN O. VILLAS		Funds Available: ALICIA M. FLORES	
TWG - Office Equipment and Appliances		HEAD, BUDGET OFFICE	
Signature:	Prepared by: IVY C. EMNACE	Noted by: IVY C. EMNACE	Approved by: PROSE IVY G. YEPES
Printed Name:	IVY C. EMNACE	IVY C. EMNACE	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU