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PR-2022-0902-59489



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

## PURCHASE REQUEST

PR No.: GF-2022-09-01315

Date: 09-02-2022

Dept./Office: OHRA

Category: Office  
 Equipment

Section/End-User: Maria Roberta S. Miraflor

Project Title/Code: OHRA-2023

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Electric fan</b>	pc	1	2,500.00	VIRGILIO C. ACILO	2,500.00
<b>Specification:</b> ?Stand fan 16" metal blade ?Adjustable height ?three speed controller						
2	<b>Laminator Machine, A3</b>	unit	1	5,000.00	VIRGILIO C. ACILO	5,000.00
<b>Specification:</b> ?Heavy Duty, for A3 & A4 size, infrared heating system and adjustable temperature control with overheating protection						
<b>TOTAL</b>						<b>7,500.00</b>
Purpose: For Office use						
Checked by:  <b>LEO A. MAMOLO</b> TWG - Office Equipment				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature: Printed Name: <b>MARIA ROBERTA S. MIRAFLOR</b> Designation: <b>END USER</b>		Requested by:  <b>MARIA ROBERTA S. MIRAFLOR</b> <b>UNIT HEAD, PROJECT LEADER</b>		Noted by:  <b>MARIA ROBERTA S. MIRAFLOR</b> <b>UNIT HEAD, PROJECT LEADER</b>		Approved by:  <b>EDGARDO E. TULIN</b> <b>PRESIDENT, VSU</b>