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PR-2024-1104-232842



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0084**PR No.: **GF-2024-11-03095**Date: **11-04-2024**Dept./Office: **ICTMC**Category: **Office Furniture
& Fixture**Section/End-User: **ELVIE D. BALBARINO**Funding Source: **General Fund - MOOE**Project Title/Code: **MIS 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	3 layer magazine tray/storage/desk organizer/holder/rack	pcs	2	300.00		600.00
Specification: • Packing: 1 X 1pcs magazine tray • Material: stainless steel black paint • Color: Black • Product Size: 27cm X 30cm • Design: 3 layer						
2	Office Steel Rack Shelves, 5 Layers	unit	5	10,000.00		50,000.00
Specification: • Boltless warehouse office Steel Rack Shelves • with rubber feet tippings • 740cm (layer height) x 120cm (length) x 200cm (height) • 5 layer steel rack						
3	White Board, 100x150cm	piece	1	4,515.00		4,515.00
Specification: • Aluminum Frame with movable stand and roller						
TOTAL						55,115.00
Purpose: For MIS 2025						
Checked by: <i>PAULINE S. CAINTIC</i> PAULINE S. CAINTIC TWG - Office Furniture & Fixture				Funds Available: <i>ALICIA M. FLORES</i> ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	ELVIE D. BALBARINO		SEAN O. VILLAGONZALO		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	