



GF-2020-10-00424

PPMP #: 27-5-484-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **VIHS**PR #: **GF-2020-10-00424**Date: **10-23-2020**Section/End-User: **Shalom Grace C. Sugano**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **JHS-2021**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|---|--------------------------------------|------|----------------------------------|--|-------------------------|-----------------|
| 1 | Paper Cutter, Wooden, 18" x 15" (A3) | pcs | 1 | 2,500.00 | SHALOM GRACE C. SUGANO | 2,500.00 |
| Specification: guillotine paper cutter 18" (wooden cutter) | | | | | | |
| TOTAL | | | | | | 2,500.00 |
| Purpose: For office use | | | | | | |
| Checked by: LEO A. MAMOLO TWG - Office Furniture & Fixture | | | | Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE | | |
| Signature: | Requested by: | | Noted by: | | Approved by: | |
| Printed Name: | SHALOM GRACE C. SUGANO | | SHALOM GRACE C. SUGANO | | EDGARDO E. TULIN | |
| Designation: | END USER | | UNIT HEAD, PROJECT LEADER | | PRESIDENT, VSU | |