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PR-2022-0602-36054



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

PURCHASE REQUEST

Dept./Office: **OHRA**PR No.: **STF-2022-06-00708**Date: **06-02-2022**Section/End-User: **Maria Roberta S. Miraflor**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **OHRA-2022a**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	5-Tier File Rack Metal Mesh Stackable Letter Tray Scratch-Resistant Magazine Letter Paper Document Home Office Desk Supplies	unit	1	400.00		400.00

Specification:

- Description:
- 1. Put the expansion screw into the pipe, then press it into the workbench, do not hit
- 2. Screw in the side frame, note: the groove on the side rail is facing inwards
- 3. Screw into the other side of the frame
- 4. Put in the file tray
- This four-layer file holder keeps working efficiently. Exquisite black surface and metal mesh design for any office interior. With this ambience, you can work comfortably.
- Specifications:
- material: iron
- Colour: Black

2	Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g	pair	2	162.00		324.00
3	Mouse Pad, Rubber	pad	1	250.00		250.00

Specification:

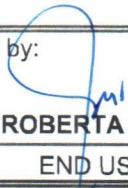

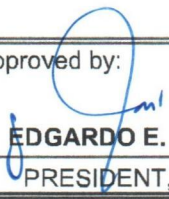
?Size: Small (200x250mm)

?Color: Black/ Dark Blue

	TOTAL					974.00
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Purpose: office use

Checked by:		Funds Available:	
	ALICIA M. FLORES		ALICIA M. FLORES
	TWG - Office Supplies		HEAD, BUDGET OFFICE

Signature:		Noted by:		Approved by:	
Printed Name:	MARIA ROBERTA S. MIRAFLOR		MARIA ROBERTA S. MIRAFLOR		EDGARDO E. TULIN
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU