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PR-2022-0914-63345



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

## PURCHASE REQUEST

PR No.: **GF-2022-09-01785**Date: **09-14-2022**Dept./Office: **OPO**Category: **Office  
Equipment**Section/End-User: **Me-an D. Villas**Project Title/Code: **OPO-GF-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                                        |         | 2,500.00         |
| <b>Specification:</b><br>?Stand fan 16" metal blade<br>?Adjustable height<br>?three speed controller                                                                 |                                             |                                           |     |                                                 |         |                  |
| 2                                                                                                                                                                    | <b>Heavy Duty Combo Binding Machine</b>     | unit                                      | 1   | 18,000.00                                       |         | 18,000.00        |
| <b>Specification:</b><br>?Specs:<br>?Maximum Punching Sheets: 25<br>?Max Size: LS, F4, A4, Extra Long<br>?Selectable Punching Pins: 24 slots<br>?Net Weight: 12.5kgs |                                             |                                           |     |                                                 |         |                  |
| <b>TOTAL</b>                                                                                                                                                         |                                             |                                           |     |                                                 |         | <b>20,500.00</b> |
| Purpose: Office use                                                                                                                                                  |                                             |                                           |     |                                                 |         |                  |
| Checked by:<br><br><b>LEO A. MAMOLO</b>                                                                                                                              |                                             |                                           |     | Funds Available:<br><br><b>ALICIA M. FLORES</b> |         |                  |
| TWG - Office Equipment                                                                                                                                               |                                             |                                           |     | HEAD, BUDGET OFFICE <i>OPO-401</i>              |         |                  |
| Signature:                                                                                                                                                           | Requested by:<br><br><b>ME-AN D. VILLAS</b> | Noted by:<br><br><b>DEEJAY M. LUMANAO</b> |     | Approved by:<br><br><b>EDGARDO E. TULIN</b>     |         |                  |
| Printed Name:                                                                                                                                                        | <b>ME-AN D. VILLAS</b>                      | <b>DEEJAY M. LUMANAO</b>                  |     | <b>EDGARDO E. TULIN</b>                         |         |                  |
| Designation:                                                                                                                                                         | <b>END USER</b>                             | <b>UNIT HEAD, PROJECT LEADER</b>          |     | <b>PRESIDENT, VSU</b>                           |         |                  |