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PR-2022-1005-68032



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

## PURCHASE REQUEST

Dept./Office: DPhys

Section/End-User: Perlle A. Gucela

Funding Source: General Fund - MOOE

PR No.: GF-2022-10-02014

Category: IT Supplies and Equipment

Project Title/Code: VSU-IP-2021-7

Date: 10-05-2022

 Duration: 2021-04-01  
 to  
 2022-03-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Microsoft Office Home & Student 2019, 1 Perpetual License, Medialess	pcs	1	7,500.00	REV RHIZZA L. AURE	7,500.00

## Specification:

- ?One-time purchase for 1 PC or Mac
- ?Classic 2019 versions of Word, Excel, and PowerPoint
- ?Microsoft support included for 60 days at no extra cost
- ?Licensed for home use

	<b>TOTAL</b>					<b>7,500.00</b>
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Purpose: office use

Checked by:

  
**DIONESIO I. ESTUPA**

Funds Available:

  
**ALICIA M. FLORES**

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>PERLIE A. GUCELA</b>	<b>REV RHIZZA L. AURE</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU