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PR-2022-0831-58836



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

PURCHASE REQUEST

PR No.: **GF-2022-08-01245**Date: **08-31-2022**Dept./Office: **ODIE**
 Category: **Office
Equipment**
Section/End-User: **Rafael B. Vergara Jr.**Project Title/Code: **ODIE-2023**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Heavy Duty Combo Binding Machine	unit	1	18,000.00		18,000.00

Specification:

?Specs:

?Maximum Punching Sheets: 25

?Max Size: LS, F4, A4, Extra Long

?Selectable Punching Pins: 24 slots

?Net Weight: 12.5kgs

2	Paper shredder machine, heavy duty	pieces	1	12,000.00		12,000.00
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Specification:

?Shred Type: Cross Cut

?Maximum Sheet capacity(70gsm) : 10 Sheets

?Waste Container capacity: 21 Liters

?Power Source: 220 - 240 VAC

	TOTAL					30,000.00
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Purpose: Needed for the office.

Checked by:

LEO A. MAMOLO

TWG - Office Equipment

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	RAFAEL B. VERGARA JR.	MA. RACHEL KIM L. AURE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU