



STF-2020-10-00573

PPMP #: 244-238-2021-8-0-1



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

## PURCHASE REQUEST

0613

Dept./Office: **PRCRTC**PR #: **STF-2020-10-00573** *(1018)*Date: **10-15-2020**Section/End-User: **Cynthia Dolores V. Godoy**Category: **Office Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **CASL 2021**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS                  | Total Cost |
|--------|------------------|------|-----|-----------|--------------------------|------------|
| 1      | Electric fan     | pc   | 1   | 2,500.00  | CYNTHIA DOLORES V. GODOY | 2,500.00   |

**Specification:**

- Stand fan 16" metal blade
- Adjustable height
- three speed controller

|   |          |    |   |          |                          |          |
|---|----------|----|---|----------|--------------------------|----------|
| 2 | Wall fan | pc | 1 | 2,500.00 | CYNTHIA DOLORES V. GODOY | 2,500.00 |
|---|----------|----|---|----------|--------------------------|----------|

**Specification:**

- Metal blade
- 16" metal blade
- three speed controller

|              |  |  |  |  |  |                 |
|--------------|--|--|--|--|--|-----------------|
| <b>TOTAL</b> |  |  |  |  |  | <b>5,000.00</b> |
|--------------|--|--|--|--|--|-----------------|

Purpose: Laboratory use

Checked by:

*(Signature)*  
**NORMAN O. VILLAS**

Funds Available:

*(Signature)*  
**MYRNA S. PANCITO**

TWG - Office Equipment

HEAD, BUDGET OFFICE *(Signature)*

|               |                                                       |                                                       |                                               |
|---------------|-------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------|
| Signature:    | Requested by:                                         | Noted by:                                             | Approved by:                                  |
| Printed Name: | <i>(Signature)</i><br><b>CYNTHIA DOLORES V. GODOY</b> | <i>(Signature)</i><br><b>CYNTHIA DOLORES V. GODOY</b> | <i>(Signature)</i><br><b>EDGARDO E. TULIN</b> |
| Designation:  | END USER                                              | UNIT HEAD, PROJECT LEADER                             | PRESIDENT, VSU                                |