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PR-2022-0913-62873



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

PURCHASE REQUEST

PR No.: GF-2022-09-01658

Date: 09-13-2022

Dept./Office: **ODS**Category: **Office
Equipment**Section/End-User: **Junard C. Gucela**Project Title/Code: **ODS-OFFICE OF THE
INSTITUTIONAL STUDENT PROGRAMS AND
SERVICES**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1.	Desk Electric fan	pc	1	2,000.00		2,000.00

Specification:

- 16" metal blade
- three speed controller

	TOTAL					2,000.00
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Purpose: For Office Supply used for 2023

Checked by: LEO A. MAMOLO TWG - Office Equipment		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>OKPS - MW</i>	
Signature:	Requested by: JUNARD C. GUCELA	Noted by: MANOLO B. LORETO JR.	Approved by: EDGARDO E. TULIN
Printed Name:	JUNARD C. GUCELA	MANOLO B. LORETO JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/15/22</i>