



PURCHASE REQUEST

Dept./Office: **CAFS**PR #: **GF-2021-09-00777**Date: **08-27-2021**Section/End-User: **Remenita J. Solis**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **CAFS2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper shredder machine, heavy duty	pieces	1	6,000.00	ROLANDO I. ORACION	6,000.00

Specification:

?Shred Type: Cross Cut

?Maximum Sheet capacity(70gsm) : 10 Sheets

?Waste Container capacity: 21 Liters

?Power Source: 220 - 240 VAC

	TOTAL					6,000.00
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Purpose: office supplies

Checked by:

NORMAN O. VILLAS

Funds Available:

MYRNA S. PANTOJA

TWG - Office Equipment

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

REMENITA J. SOLIS

END USER

Noted by:

VICTOR B. ASIO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU