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PR-2024-1004-227713



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

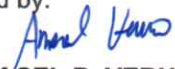
PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0473**Dept./Office: **GSO**PR No.: **GF-2024-10-02051**Date: **10-04-2024**Section/End-User: **Anacel B. Veruen**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **GSO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Electric Paper Shredder	unit	1	40,000.00		40,000.00
Specification: • Shredding Capacity: Up to 16 sheets; <10 sheets per shred • Shredding Medium: ◦ Photo ◦ Card ◦ CD ◦ Paper • Capacity: <50L • Power: 400W • Shredder Type: Cross-Cut • Security Grade: S4 • Volume: 30L • Feeding Method: Infrared automatic paper feeding						
2	Ink, Epson 003,Genuine Black 65mL	btl	20	350.00		7,000.00
3	Ink, EPSON 003,Genuine Cyan 65mL	btl	10	350.00		3,500.00
4	Ink, EPSON 003,Genuine Magenta 65mL	btl	10	350.00		3,500.00
5	Ink, EPSON 003,Genuine Yellow 65mL	btl	10	350.00		3,500.00
TOTAL						57,500.00

Purpose: Office use

Checked by: NORMAN O. VILLAS TWG - Office Equipment	Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE
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Signature: Printed Name: Designation:	Prepared by:  ANACEL B. VERUEN	Noted by:  RYSAN C. GUINOCOR	Approved by:  PROSE IVY G. YEPES
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU