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PR-2024-0820-217870



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-081424-0351**PR No.: **STF-2024-08-01582**Date: **08-20-2024**Dept./Office: **DBM**Category: **Office Furniture
& Fixture**Section/End-User: **Sheillo G. Catorce**Project Title/Code: **DBM 2025**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Table	pc	2	4,000.00		8,000.00
Specification: <ul style="list-style-type: none"> • Material: Laminated Wood • Drawers: <ul style="list-style-type: none"> ◦ One Long Drawer ◦ Three Side Drawers ◦ Two Top Drawers with Locks • Color Options: Gray, Wenge • Dimensions: At least W22.75? x L47.25? x H29.5? 						
TOTAL						8,000.00
Purpose: Office Use						
Checked by: PAULINE S. CAINTIC TWG - Office Furniture & Fixture				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	SHEILLO G. CATORCE	MARK C. RATILLA		PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		