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PR-2022-1212-81561



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

## PURCHASE REQUEST

PPMP No. : 171-4-1710-2022-11-0-0

PR No.: TF-2022-12-02440

Date: 12-12-2022

Dept./Office: ODAS

Category: Office Equipment

Section/End-User: Aiza B. Besavilla

 Project Title/Code: UNIVERSITY WIDE CHRISTMAS  
 PARTY 2022

Funding Source: Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Desk Electric fan	pc	1	2,000.00		2,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• 16" metal blade</li> <li>• three speed controller</li> </ul>						
<b>TOTAL</b>						<b>2,000.00</b>
Purpose: FOR UNIVERSITY WIDE CHRISTMAS PARTY						
Checked by:  <b>LEO A. MAMOLO</b> TWG - Office Equipment				Funds Available:  <b>NICK FREDDY R. BELLO</b> HEAD, ACCOUNTING OFFICE		
Signature:	Requested by:	Noted by:			Approved by:	
Printed Name:	<b>AIZA B. BESAVILLA</b>	<b>RYSAN C. GUINOCOR</b>			<b>EDGARDO E. TULIN</b>	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	