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PR-2024-1002-227130



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092324-0009**PR No.: **GF-2024-10-01909**Date: **10-02-2024**Dept./Office: **UR**Category: **Office**Section/End-User: **Jannet Leslie Evelyn S. Codog****Equipment and Appliances**Funding Source: **General Fund - MOOE**Project Title/Code: **UR-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ream Cutter A3/A4 Size Heavy Duty Paper Cutter, Paper Trimmer, Ream Paper Cutting Machine	unit	1	6,000.00	MIRIAM M. DE LA TORRE	6,000.00

Specification:

- Name: Ream Cutter (A4 & A3)
- Size: A4 size (210mm x 300mm), A3 size (297mm x 420 mm)
- Type: Ream Cutter
- Cutting Capacity:
- A4: 400 sheets of 80gsm
- A3: 400 sheets of 80gsm
- Cutting Width:
- A4: 12.6" Cutting Width
- A3: 17" Cutting Width
- Pressing tightly, easily cutting and changing blade
- Sharp knife edge with very high cutting rate
- Heavy duty with all steel body, convenient for cutting stacks of papers
- Rubber feet for non-slip desktop use

TOTAL						6,000.00
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Purpose: daily operations and maintenance of University Registrar Office

Checked by:

NORMAN O. VILLAS

Funds Available:

ALICIA M. FLORES

TWG - Office Equipment and Appliances

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Prepared by:

JANNET LESLIE EVELYN S. CODOG

Noted by:

MIRIAM M. DE LA TORRE

Approved by:

PROSE IVY G. YEPES

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU