



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



PURCHASE REQUEST

Dept./Office: **DepStat**

PR No.: **GF-2022-09-01548**

Date: **09-12-2022**

Section/End-User: **Monna E. Bengalan**

Category: **Repair and Maintenance Services**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DepStat-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Repair and maintenance of FujiXerox DocuCentre S2110	day	1	5,000.00		5,000.00
Specification: Repair and maintenance of FujiXerox DocuCentre S2110						
2	Repair and Maintenance RISO KZ30	day	1	5,000.00		5,000.00
Specification: Repair and maintenance of RISO KZ30 machine						
TOTAL						10,000.00
Purpose: For office use.						
Checked by: MARLON G. BURLAS				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>DepStat-201</i>		
TWG - Repair and Maintenance Services						
Signature:	Requested by: MONNA E. BENGALAN	Noted by: MAY ANNE E. PALEN		Approved by: EDGARDO E. TULIN		
Printed Name:	MONNA E. BENGALAN	MAY ANNE E. PALEN		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU <i>9/12/22</i>		