



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

PURCHASE REQUEST

PR No.: **STF-2022-07-00908**Date: **07-07-2022**Dept./Office: **BuO**Category: **Office
Equipment**Section/End-User: **Mona Nena B. Geraldo**Project Title/Code: **Bud-2022**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper shredder machine, heavy duty	pieces	1	12,000.00		12,000.00

Specification:

?Shred Type: Cross Cut

?Maximum Sheet capacity(70gsm) : 10 Sheets

?Waste Container capacity: 21 Liters

?Power Source: 220 - 240 VAC

	TOTAL					12,000.00
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Purpose: for office use

Checked by: LEO A. MAMOLO		Funds Available: ALICIA M. FLORES	
TWG - Office Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: MONA NENA B. GERALDO	Noted by: ALICIA M. FLORES	Approved by: EDGARDO E. TULIN
Printed Name:	MONA NENA B. GERALDO	ALICIA M. FLORES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU