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PR-2024-1008-229065



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092824-0709**PR No.: **GF-2024-10-02598**Date: **10-08-2024**Dept./Office: **DFST**Category: **Office**Section/End-User: **Ivy C. Emnace****Equipment and Appliances**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2023-9**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Metal Kitchen Trolley with Bottle/Glass Organizer	unit	2	3,000.00		6,000.00

Specification:

- **Product Code:** HKO4020B-NEW
- **Material:** Powder Coated Metal
- **Handle:** "U" shaped handle
- **Wheels:**
 - 4 rotatable 360° wheels
 - 2 wheels are lockable
- **Frame:** Metal frame
- **Additional Features:** Storage space at the bottom

	TOTAL					6,000.00
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Purpose: The supplies are for conducting various analyses and tests essential to project activities

Checked by:

NORMAN O. VILLAS

Funds Available:

ALICIA M. FLORES 2025
HEAD, BUDGET OFFICE

TWG - Office Equipment and Appliances

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	IVY C. EMNACE	IVY C. EMNACE	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU