

SCAN HERE



PR-2022-0913-63101



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

PURCHASE REQUEST

Dept./Office: **OUR**Section/End-User: **Marian . Sacro**Funding Source: **Special Trust Fund**PR No.: **STF-2022-09-01715**Date: **09-13-2022**
 Category: **Office
Equipment**
Project Title/Code: **STF - Transcript of Records**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|----------------------------|------|-----|-----------|---------|------------|
| 1 | Comb Binding ring Machine, | pc | 1 | 22,000.00 | | 22,000.00 |

Specification:

- for long Bond paper
- **Punch Capacity:** at least 15 sheets (80gsm)
- **Bind Capacity:** at least 380 sheets (80gsms)
- at least 24 holes
- Adjustable margin guide
- heavy duty,
- good quality

| | | | | | | |
|--------------|--|--|--|--|--|------------------|
| TOTAL | | | | | | 22,000.00 |
|--------------|--|--|--|--|--|------------------|

Purpose: office use

Checked by:

LEO A. MAMOLO

Funds Available:

ALICIA M. FLORES

TWG - Office Equipment

HEAD, BUDGET OFFICE

| | | | |
|---------------|-----------------------|----------------------------|------------------------------|
| Signature: | Requested by: | Noted by: | Approved by: |
| Printed Name: | MARIAN . SACRO | MARWEN A. CASTAÑEDA | EDGARDO E. TULIN 9/15 |
| Designation: | END USER | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |