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PR-2024-1010-229705



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0465**PR No.: **GF-2024-10-02834**Date: **10-10-2024**Dept./Office: **IHK**Category: **Office Furniture
& Fixture**Section/End-User: **Marvin B. Bandalan**Funding Source: **General Fund - MOOE**Project Title/Code: **IHK GAA 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office cabinet with glass and steel doors	unit	1	12,000.00		12,000.00

Specification:

- **Top part:** Glass swing doors
- **Bottom part:** Steel swing doors
- **Finish:** Powder coated
- **Locking Mechanism:** Includes lock and keys
- **Shelving:** Comes with 3 adjustable shelves
- **Color:** Beige

	TOTAL					12,000.00
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Purpose: For IHK office use.

Checked by: VIVIAN V. BALBARINO		Funds Available: ALICIA M. FLORES 201-25	
TWG - Office Furniture & Fixture <i>on 10/14/24</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by: MARVIN B. BANDALAN	Noted by: ANDREW A. MAZO	Approved by: PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	P. PRESIDENT, VSU