



OP#1101  
7/27/21

## PURCHASE REQUEST

Dept./Office: **VICARP**PR #: **GF-2021-07-00481**Date: **07-16-2021**Section/End-User: **Elmera Y. Bañoc**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ViCARP\_A.III.C\_2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Microsoft Office Home & Student 2019, 1 Perpetual License, Medialess	pcs	2	7,500.00	.	15,000.00

**Specification:**

- One-time purchase for 1 PC or Mac
- Classic 2019 versions of Word, Excel, and PowerPoint
- Microsoft support included for 60 days at no extra cost
- Licensed for home use

	<b>TOTAL</b>					<b>15,000.00</b>
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Purpose: For Office Use

Checked by:	Funds Available:
<b>MICHAEL ANTHONY JAY B. REGIS</b>	<b>MYRNA S. PANCITO</b>
TWG - IT Supplies and Equipment	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>ELMERA Y. BAÑOC</b>	<b>MA. JULIET C. CENIZA</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU



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HEAD, BUDGET OFFICE

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Designation:

Requested by:

**ELMERA Y. BAÑOC**

END USER

Noted by:

**MA JULIET C. CENIZA**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU





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