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PR-2022-0114-6855

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



GF-2022-01-00008

PURCHASE REQUEST

Dept./Office: **ODHRM**PR #: **GF-2022-01-00008**Date: **01-14-2022**Section/End-User: **Jenefer B. Jayme**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ODHRM-2022**


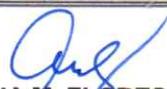


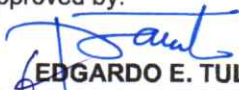
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Microsoft Office Home & Student 2019, 1 Perpetual License, Medialess	pcs	1	7,500.00	HONEY SOFIA V. COLIS	7,500.00

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

	TOTAL					7,500.00
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Purpose: For ODHRM , OIC Director Macbook

Checked by:	 DIONESIO I. ESTUPA	Funds Available:	 ALICIA M. FLORES
	TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 JENEFER B. JAYME	 HONEY SOFIA V. COLIS	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 2/1/24