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PR-2022-0913-62845



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

## PURCHASE REQUEST

Dept./Office: **OP**Section/End-User: **Ma. Threcia Mae P. Avila**Funding Source: **General Fund - MOOE**PR No.: **GF-2022-09-01647**Date: **09-13-2022**Category: **Office  
Equipment**Project Title/Code: **OP-2022-appliances**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Coffee Percolator, 10L</b>	unit	1	3,000.00		3,000.00
<b>Specification:</b>  10-Liter Capacity  Variable Temperature Control  On & Off Switch with Pilot Light Indicator  Anti-drip Dispenser with Water Level Indicator  Dry Boil Protection  Concealed Heater  Stainless Steel  Overload Protection  1500 watts  1-year warranty						
2	<b>Hot &amp; Cold water dispenser</b>	unit	1	9,000.00		9,000.00
<b>Specification:</b>  <ul style="list-style-type: none"> <li>• Bottom load water dispenser</li> <li>• 3 Faucets: Hot, Cold and Normal water function</li> <li>• 3-Push Button dispensing control</li> <li>• Anti-scald safety lock switch</li> <li>• Child Lock Safety feature on Hot Water Faucet</li> <li>• Floater indicator to avoid water overflow</li> <li>• Capacity: Hot - 1.2 Liters, Cold - 3.5 liters, Power Rating: Hot - 420 watts, Cold - 100 watts, R134a</li> </ul>						
3	<b>Microwave Oven, 20L</b>	unit	1	5,000.00		5,000.00
<b>Specification:</b>  <ul style="list-style-type: none"> <li>• 20-Liter</li> <li>• 220V</li> </ul>						

- Electronic Control
- LCD Display
- 700w microwave power
- 6 autocook functions
- Reheat and defrost capacity
- Dimension: ( h:w:d ) 10.35 x 18 x 14 in
- Warranty: One year on service, 2 years on parts

4	Sliding Paper Cutter	unit	1	2,550.00		2,550.00
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**Specification:**

Working Area: A3 and A4

Cutting Capacity: 16 sheets

Packing Weight: 5 kg

Material: Metal

Available Size: A3 and A4

Packing Measurement: 56x34x11 cm

Other Specifications: Heavy duty for Vinyl, Cardboard Paper

**TOTAL**

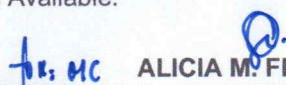
**19,550.00**

Purpose: office use

Checked by:

  
LEO A. MAMOLO

Funds Available:

  
ALICIA M. FLORES  
a/m HEAD, BUDGET OFFICE

TWG - Office Equipment

Signature:

Printed Name:

Designation:

Requested by:

MA. THRECIA MAE P. AVILA

END USER

Noted by:

ALLEN GLENNE P. LAMBERT

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU