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PR-2022-0824-57638



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

## PURCHASE REQUEST

Dept./Office: **OHACR** PR No.: **GF-2022-08-01166** Date: **08-24-2022**  
 Section/End-User: **Aniceta M. Lumacad** Category: **IT Supplies and Equipment**  
 Funding Source: **General Fund - MOOE** Project Title/Code: **ACRO 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		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

	<b>TOTAL</b>					<b>7,500.00</b>
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Purpose: Office Use

Checked by:	 <b>DIONESIO I. ESTUPA</b>	Funds Available:	 <b>ALICIA M. FLORES</b> <i>G-ACRO-100</i>
	SWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 <b>ANICETA M. LUMACAD</b>	 <b>ELSIE E. SALAMAT</b>	 <b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU