



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

## PURCHASE REQUEST

Dept./Office: **USSO**PR #: **STF-2020-10-00614/0558**Date: **10-16-2020**Section/End-User: **Meriam M. Luna**Category: **Hardwares**Funding Source: **Special Trust Fund**Project Title/Code: **USSO/ODS 2021 - Guidance Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Blade for Grass Cutter	piece	3	75.00		225.00
2	Grass cutter	pc	1	20,000.00		20,000.00

**Specification:**

Engine: 4 stroke engine

Handle type: both hands

Power transmission method: automatic centrifugal clutch, spiral gear

Displacement Volume (cc): 41.5

Carburetor: Float, piston valve

Starting Method: Recoil starter

Stopping Method: Sparking Circuit Primary Short

Fuel Used: Lubricating oil mixed gasoline (mixing rate 25:1)

Lubricating Oil Used: 2-cycle engine oil

Fuel Tank Capacity (L): 1

<b>TOTAL</b>						<b>20,225.00</b>
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Purpose: for office use

Checked by:

  
**MARLON G. BURLAS**

Funds Available:

  
**MYRNA S. PANCITO**

TWG - Hardware

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

  
**MERIAM M. LUNA**

END USER

Noted by:

  
**MANOLO B. LORETO**

UNIT HEAD, PROJECT LEADER

Approved by:

  
**EDGARDO E. TULIN**

PRESIDENT, VSU