



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

OP# 2960
12/11/20**PURCHASE REQUEST**Dept./Office: **GAD**Section/End-User: **Letty Jean C. Lor**Funding Source: **General Fund - MOOE**PR #: **GF-2020-10-00694/1535**Date: **10-16-2020**Category: **Construction and Electrical Supplies**Project Title/Code: **Gender Resource Center / Gender and Development**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Stand Fan, 405 mm diameter, 220 volts	unit	2	2,500.00		5,000.00
Specification: <ul style="list-style-type: none">• Durable High-performance motor• 3-speed push button switch• Thermal fuse protection• Oscillation• With height adjustment						
TOTAL						5,000.00
Purpose: For office use						
Checked by: MARLON G. BURLAS				Funds Available: MYRNA S. PANCITO		
TWG - Construction and Electrical Supplies				HEAD, BUDGET OFFICE		
Signature:	Requested by: LETTY JEAN C. LOR	Noted by: MARIA AURORA TERESITA W. TABADA		Approved by: EDGARDO E. TULIN		
Printed Name:	LETTY JEAN C. LOR	MARIA AURORA TERESITA W. TABADA		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		