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PR-2024-1104-232785



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2024-110424-0560**Dept./Office: **CaO**PR No.: **STF-2024-11-03081**Date: **11-04-2024**Section/End-User: **Valerie C. Valenzona**Category: **Office Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **CaO-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Safe Lock	pc	1	41,500.00		41,500.00
<b>Specification:</b> purchase and installation of the new safe lock						
<b>TOTAL</b>						<b>41,500.00</b>
Purpose: for office use						
Checked by:  <b>NORMAN O. VILLAS</b> TWG - Office Equipment				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature:	Prepared by:  <b>VALERIE C. VALENZONA</b>	Noted by:  <b>QUEEN-EVERY Y. ATUPAN</b> UNIT HEAD, PROJECT LEADER		Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU 11/4/24		