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PR-2024-0123-172211



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

PURCHASE REQUEST

PPMP No. : 238-3-2857-2024-0-0-0

Dept./Office: **URSO**PR No.: **IGP-2024-01-00244**Date: **01-23-2024**Section/End-User: **Princess L. Fernandez**Category: **Office Equipment**Funding Source: **Income Generating Project**Project Title/Code: **URSO**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Sliding Paper Cutter	unit	1	2,550.00		2,550.00
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						2,550.00
Purpose: For office use						
Checked by: LEO A. MAMOLO TWG - Office Equipment				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	PRINCESS L. FERNANDEZ		CHRISTY M. DESADES		DANIEL LESLIE S. TAN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		OIC-PRESIDENT, VSU	