



STF-2020-10-00464

PPMP #: 133-1-614-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **OVPSAS**

PR #: STF-2020-10-00464/0577

Date: 10-15-2020

Section/End-User: **Sheila Marie C. Lemos**Category: **Office Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **OVPSAS STF-2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ceiling fan	pc	2	2,500.00		5,000.00
Specification: - Orbit type - metal blade 16" - three speed controller						
TOTAL						5,000.00
Purpose: office use						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	SHEILA MARIE C. LEMOS		ALELIA VILLOCIÑO		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	