

SCAN HERE



PR-2022-0615-38991



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

PURCHASE REQUEST

Dept./Office: **ODAS**PR No.: **STF-2022-06-00810**Date: **06-15-2022**Section/End-User: **Aiza B. Besavilla**Category: **IT Supplies and Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **ODAS-2022/STF-PY-MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Electric Paper Shredder	unit	1	40,000.00		40,000.00

Specification:

?16 sheets shredder Infrared automatic paper feeding
 ?Shredding Capacity: <10 Sheets/Shred
 ?Shredding Medium: Photo
 ?Shredding Medium: Card
 ?Shredding Medium: CD
 ?Shredding Medium: Paper
 ?Capacity: <50L
 ?Power: Electricity
 ?Shredder Type: Cross-Cut
 ?Security grade: s4
 ?Volume: 30L
 ?Power: 400w

TOTAL						40,000.00
--------------	--	--	--	--	--	------------------

Purpose: Office Use

Checked by: MICHAEL ANTHONY JAY B. REGIS		Funds Available: ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: 	Noted by: 	Approved by:
Printed Name:	AIZA B. BESAVILLA	RYSAN C. GUINOCOR o/c	EDGARDO E. TULIN -7/5
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU