



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

PURCHASE REQUEST



PR-2024-0119-171311

PPMP No. : 231-1-1609-2024-0-0-0

Dept./Office: GS

Section/End-User: Maricar B. Posas

Funding Source: Special Trust Fund

Project Title/Code: GS PMP2024

Category: Office Equipment

PR No.: STF-2024-01-00187

Date: 01-19-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Electric fan	pc	5	2,500.00		12,500.00

Specification:

?Stand fan 16" metal blade
?Adjustable height
?three speed controller

TOTAL						12,500.00
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Purpose: office use

Checked by:	LEO A. MAMOLO	Funds Available:	ALICIA M. FLORES
TWG - Office Equipment		HEAD, BUDGET OFFICE	

Signature:	Requested by:	Noted by:	Approved by:
MARICAR B. POSAS	CATHERINE C. ARRADAZA	DANIEL LESLIE S. TAN	OIC, PRESIDENT, VSU
END USER	UNIT HEAD, PROJECT LEADER		