



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

PURCHASE REQUEST

Dept./Office: **USSO**

PR #: **STF-2020-10-00620**

Date: **10-16-2020**

Section/End-User: **Meriam M. Luna**

Category: **Office Equipment**

Funding Source: **Special Trust Fund**

Project Title/Code: **USSO/ODS 2021 - Guidance Fee**

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

Specification:

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

TOTAL						2,500.00
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Purpose: for office use

Checked by:	Funds Available:
NORMAN O. VILLAS	MYRNA S. PANCITO
TWG - Office Equipment	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MERIAM M. LUNA	MANOLO B. LORETO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU