



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-080724-0339**Dept./Office: **ICTMC**PR No.: **GF-2024-08-01525**Date: **08-12-2024**Section/End-User: **ELVIE D. BALBARINO**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **MIS- 08-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Coffee Maker	pc	2	1,200.00		2,400.00
Specification: ?8-10 Cups Black ?Auto-drip Coffee Maker ?8-10 Cups Capacity ?Thermo-glass Carafe ?Reusable/Washable Filter ?Water Level Indicator ?Keepwarm Heating Plate ?Pilot Light Indicator ?680 Watts						
2	Paper Cutter, wood, A4 size	piece	1	625.00		625.00
TOTAL						3,025.00

Purpose: To enhance the organization and accessibility of files and documents of MIS

Checked by:

VIVIAN Y. BALBARINO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

ELVIE D. BALBARINO

Designation:

Prepared by:

Noted by:

NORMAN O. VILLAS

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU