



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

PURCHASE REQUEST

Dept./Office: **OP**PR #: **GF-2020-10-00432 /1058**Date: **10-15-2020**Section/End-User: **Josefina M. Larrosa**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **OP-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Metal filing shelves, open, 4 layers	unit	4	10,000.00		40,000.00
	TOTAL					40,000.00

Purpose: Office use

Checked by:

NORMAN O. VILLAS

Funds Available:

MYRNA S. PANCITO

TWG - Office Furniture & Fixture

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

JOSEFINA M. LARROSA

END USER

Noted by:

ALLEN GLENNIE P. LAMBERT

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU