



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



PR-2024-0119-171313

PURCHASE REQUEST

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

PR No.: STF-2024-01-00188

Date: 01-19-2024

Dept./Office: GS

Section/End-User: Maricar B. Posas

Category: Office Furniture
& Fixture

Project Title/Code: GS PMP2024

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Executive Table	unit	2	25,000.00		50,000.00
Specification: L-shaped Executive Table (1800x900x750mm) HPL laminated finished with side table, cabinet and soft C						
2	Office Table	pc	10	4,000.00		40,000.00
Specification: ?Laminated Wood, ?One Long Drawer with 3 Side Drawers, ?2 Top Drawers with Locks, ?color: Gray, Wenge, ?Dimension: at least W22.75? x L47.25? x H29.5?						
TOTAL						
90,000.00						
Purpose: office use						
Checked by: LEO A. MAMOLO						
Funds Available: ALICIA M. FLORES						
TWG - Office Furniture & Fixture						
HEAD, BUDGET OFFICE						
Requested by: MARICAR B. POSAS		Noted by: CATHERINE C. ARRADAZA		Approved by: DANIEL LESLIE S. TAN		
Signature:		END USER		OIC-PRESIDENT, VSU		
Printed Name:		UNIT HEAD, PROJECT LEADER				
Designation:						