

SCAN HERE



PR-2023-0517-118010

Op 5/22/23



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

## PURCHASE REQUEST

PPMP No. : 178-1-2129-2023-4-0-0

PR No.: STF-2023-05-00881

Date: 05-17-2023

Dept./Office: IASO

Category: IT Supplies and  
 Equipment

Section/End-User: Leonardo S. Toraja

Funding Source: Special Trust Fund

Project Title/Code: IASO-2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Microsoft Office 2021 Professional Plus Perpetual License	unit	2	7,000.00		14,000.00

**Specification:**

- Includes Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher Access and Teams
- You will receive a License Key Card inside a Sealed Box
- The License is Perpetual / No Expiration.
- This is One-time purchase for 1 PC
- Compatible with Windows 11 and Windows
- Works with Microsoft Teams

	<b>TOTAL</b>					<b>14,000.00</b>
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Purpose: office

Checked by:		Funds Available:	
	<b>DIONESIO I. ESTUPA</b>		<b>ALICIA M. FLORES</b>
	TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE
Signature:		Noted by:	
Printed Name:	<b>LEONARDO S. TORAJA</b>		<b>MARIA TERESA A. CRUZ</b>
Designation:	END USER		UNIT HEAD, PROJECT LEADER
		Approved by:	
			<b>EDGARDO E. TULIN</b>
			PRESIDENT, VSU