



STF-2020-10-00620

PPMP #: 85-1-618-2021-9-0-1

CP# 309
3/3/21

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

PURCHASE REQUEST

Dept./Office: **USSO**PR #: **STF-2020-10-00620/0573**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
Purpose: for office use						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by: MERIAM M. LUNA	Noted by: MANOLO B. LORETO		Approved by: EDGARDO E. TULIN		
Printed Name:	MERIAM M. LUNA	MANOLO B. LORETO		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		