



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

PURCHASE REQUEST

Dept./Office: **GAD**PR #: **GF-2020-10-00699/153)**Date: **10-16-2020**Section/End-User: **Letty Jean C. Lor**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **Gender Resource Center / Gender and Development**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Water Dispenser, Cabinet type	pc	1	10,000.00	LETTY JEAN C. LOR	10,000.00
Specification: <ul style="list-style-type: none">• Floor standing• Hot and cold function• plastic body,high efficiency compressor• thermally protected						
TOTAL						10,000.00
Purpose: For office use						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by: LETTY JEAN C. LOR	Noted by: MARIA AURORA TERESITA W. TABADA		Approved by: EDGARDO E. TULIN		
Printed Name:	LETTY JEAN C. LOR	MARIA AURORA TERESITA W. TABADA		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		