



PURCHASE REQUEST

Dept./Office: **CAC**PR #: **STF-2021-10-01312**Date: **10-13-2021**Section/End-User: **Jude Nonie A. Sales**Category: **Office Furniture & Fixture**Funding Source: **Special Trust Fund**Project Title/Code: **OHCAC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Metal filing shelves, open, 4 layers	unit	1	10,000.00		10,000.00
2	Senior Executive High back chair	pc	1	6,500.00		6,500.00

Specification:

?double-layer cushion with genuine leather armrest,
 ?with back-rest reclining adjustment and knee tilt mechanism

TOTAL						16,500.00
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Purpose: For office use

Checked by:	 NORMAN O. VILLAS	Funds Available:	 ALICIA M. FLORES
	TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE
Signature:		Noted by:	
Printed Name:	JUDE NONIE A. SALES		JUDE NONIE A. SALES
Designation:	END USER		UNIT HEAD, PROJECT LEADER
		Approved by:	EDGARDO E. TULIN
			PRESIDENT, VSU