



PURCHASE REQUEST

Dept./Office: **OHRA**PR #: **STF-2021-12-01644**Date: **12-28-2021**Section/End-User: **Maria Roberta S. Miraflor**Category: **Office Furniture & Fixture**Funding Source: **Special Trust Fund**Project Title/Code: **OVPAF-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Metal filing shelves, open, 4 layers	unit	1	10,000.00	VIRGILIO C. ACILO	10,000.00

Specification:

185cm (H) x 90cm (W) x 45cm (D), with back and side cover

TOTAL	10,000.00
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Purpose: for records keeping

Checked by:

Funds Available:

NORMAN O. VILLAS**ALICIA M. FLORES**

TWG - Office Furniture & Fixture

HEAD, BUDGET OFFICE

Requested by:

Noted by:

Approved by:

Signature:

Printed Name:

Designation:

MARIA ROBERTA S. MIRAFLOR**DANIEL LESLIE S. TAN****EDGARDO E. TULIN**

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU