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PR-2022-0912-62421



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

PURCHASE REQUEST

Dept./Office: **OVPAF**Section/End-User: **Raquel H. Dohiling**Funding Source: **General Fund - MOOE**PR No.: **GF-2022-09-01566**Date: **09-12-2022**Category: **Office Furniture
& Fixture**Project Title/Code: **Early Procurement for 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Table, tower type	unit	1	3,000.00	RAQUEL H. DOHILING	3,000.00
Specification: ?Dimension: 60 x 40 x 123 cm ?Color: black ?with top printer shelf and sliding flat drawer for key board ? for indoor use						
2	Office chair with arm rest, durable leather seat	pcs	2	5,000.00	RAQUEL H. DOHILING	10,000.00
Specification: • Back Tilt Tension: 90 degrees -180 degrees • Hydraulic: Level 4 100mm SGS Certified • Base Material: Solid Nylon Base • Inner Structure: Sturdy Metal Frame, Padded Soft Sponge • Outer Material: Durable PU Leather, Skin-friendly • Weight Capacity: 140KG • Package Weight: 16.7KG						
3	Top glass for office table	pc	1	4,000.00	RAQUEL H. DOHILING	4,000.00
Specification: Top glass for office table, clear, 70cm (width) x 120cm (length), 1/4 inch thickness.						
TOTAL						17,000.00
Purpose: For OVPAF use.						
Checked by: LEO A. MAMOLO TWG - Office Furniture & Fixture				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	RAQUEL H. DOHILING		DANIEL LESLIE S. TAN		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	