



## PURCHASE REQUEST

Dépt./Office: **CET**PR #: **GF-2021-09-00867**Date: **09-07-2021**Section/End-User: **Michelle A. Borleo**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Dean-CET 2022**

| Item # | Item Description   | Unit | Qty | Unit Cost | PAR/ICS           | Total Cost |
|--------|--|------|-----|-----------|-------------------|------------|
| 1      | Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves, | pc   | 1   | 10,500.00 | JANNET C. BENCURE | 10,500.00  |

**Specification:**

Display Cabinet, Filing Cabinet

Dimensions: 900mm x 450mm x 1850mm

Powder coated

Adjustable shelves

|              |  |  |  |  |  |                  |
|--------------|--|--|--|--|--|------------------|
| <b>TOTAL</b> |  |  |  |  |  | <b>10,500.00</b> |
|--------------|--|--|--|--|--|------------------|

Purpose: For the Office of the Dean

Checked by:

**NORMAN O. VILLAS**

Funds Available:

**ALICIA M. FLORES**

TWG - Office Furniture &amp; Fixture

HEAD, BUDGET OFFICE

|               |                           |                           |                         |
|---------------|---------------------------|---------------------------|-------------------------|
| Signature:    | Requested by:             | Noted by:                 | Approved by:            |
| Printed Name: | <b>MICHELLE A. BORLEO</b> | <b>JANNET C. BENCURE</b>  | <b>EDGARDO E. TULIN</b> |
| Designation:  | END USER                  | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU          |