



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

PURCHASE REQUEST

Dept./Office: **DBM**

PR #: **STF-2020-10-00239**

Date: **10-14-2020**

Section/End-User: **Julia A. Tabinas**

Category: **Office Furniture & Fixture**

Funding Source: **Special Trust Fund**

Project Title/Code: **DBM Lab Fees**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Table	pc	2	4,000.00	NILDA T. AMESTOSO	8,000.00

Specification:

- Laminated Wood,
- One Long Drawer with 3 Side Drawers,
- 2 Top Drawers with Locks,
- color: Gray, Wenge,
- Dimension: at least W22.75? x L47.25? x H29.5?

	TOTAL					8,000.00
--	--------------	--	--	--	--	-----------------

Purpose: for office use

Checked by:		Funds Available:	
	NORMAN O. VILLAS		MYRNA S. PANCITO
	TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JULIA A. TABINAS	NILDA T. AMESTOSO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU