



PURCHASE REQUEST

Dept./Office: **USSO**PR #: **GF-2021-09-00980**Date: **09-16-2021**Section/End-User: **Meriam M. Luna**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Student Welfare
Services 2022 c/o ODS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Electric fan	pc	1	2,500.00		2,500.00
Specification: - Stand fan 16" metal blade - Adjustable height - three speed controller						
TOTAL						2,500.00
Purpose: For Office use						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by: MERIAM M. LUNA END USER	Noted by: MANOLO B. LORETO JR. UNIT HEAD, PROJECT LEADER		Approved by: EDGARDO E. TULIN PRESIDENT, VSU		