



PURCHASE REQUEST

Dept./Office: **DQA**PR #: **STF-2021-09-00810**Date: **09-06-2021**Section/End-User: **Raul Anthony S. Valenzona**Category: **Office Furniture & Fixture**Funding Source: **Special Trust Fund**Project Title/Code: **ODQA PPMP Furnitures**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Filing cabinets, 2 doors good quality , 5 shelves W-90 CM X D - 40 CM X H-185 CM	pcs	2	15,000.00		30,000.00
Specification: Filing cabinets, 2 doors good quality , 5 shelves W-90 CM X D -40 CM X H-185 CM						
2	Open Type Filing Cabinet	pc	4	8,500.00		34,000.00
Specification: • 5 Layer Metal, • Dimensions: W85cmx D40cmxH185cm, • Color: Gray, • Materials: All metal Construction gauge 20						
TOTAL						64,000.00
Purpose: For office use						
Checked by: NORMAN O. VILLAS				Funds Available: ALICIA M. FLORES		
TWG - Office Furniture & Fixture				HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	RAUL ANTHONY S. VALENZONA		EDITHA G. CAGASAN		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	