



PURCHASE REQUEST

Dept./Office: **DCE**PR #: **GF-2021-09-00815**Date: **09-06-2021**Section/End-User: **Maria Precilla P. Balo**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **DCE-2022**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|---|--|------|---|---|--|------------------|
| 1 | Office chair, with arm rest | pc | 3 | 5,000.00 | | 15,000.00 |
| Specification: <ul style="list-style-type: none"> at least (580mmx600mx890-990mm) Butterfly Mechanism = 360 Degree Swivel Seat Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric Arm: Polypropylene plastic Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment | | | | | | |
| 2 | Office Table | pc | 3 | 4,000.00 | | 12,000.00 |
| Specification: <ul style="list-style-type: none"> 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 | | | | | | 27,000.00 |
| Purpose: For Office use | | | | | | |
| Checked by: <div style="text-align: center;"> NORMAN O. VILLAS TWG - Office Furniture & Fixture </div> | | | | Funds Available: <div style="text-align: center;"> ALICIA M. FLORES HEAD, BUDGET OFFICE </div> | | |
| Signature: | Requested by: | | Noted by: | | Approved by: | |
| Printed Name: | <div style="text-align: center;"> MARIA PRECILLA P. BALO </div> | | <div style="text-align: center;"> GLADYS G. DOYDORA </div> | | <div style="text-align: center;"> EDGARDO E. TULIN </div> | |
| Designation: | END USER | | UNIT HEAD, PROJECT LEADER | | PRESIDENT, VSU | |