



## PURCHASE REQUEST

Dept./Office: **CAC**PR #: **STF-2021-04-00131**Date: **04-20-2021**Section/End-User: **Jude Nonie A. Sales**Category: **Office Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **OHCAC-2021**

| 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  | 1   | 15,000.00 |         | 15,000.00  |

**Specification:**

Filing cabinets, 2 doors good quality , 5 shelves

W-90 CM X D -40 CM X H-185 CM

|              |  |  |  |  |  |                  |
|--------------|--|--|--|--|--|------------------|
| <b>TOTAL</b> |  |  |  |  |  | <b>15,000.00</b> |
|--------------|--|--|--|--|--|------------------|

Purpose: For office use

|   |  |   |   |
|---|--|---|---|
| Checked by:<br><div style="text-align: center;"> <br/> <b>NORMAN O. VILLAS</b><br/>         TWG - Office Equipment       </div> |  | Funds Available:<br><div style="text-align: center;"> <br/> <b>MYRNA S. PANCITO</b><br/>         HEAD, BUDGET OFFICE       </div> |   |
| Signature:<br>Printed Name: <b>JUDE NONIE A. SALES</b><br>Designation: <b>END USER</b>  | Requested by:<br><div style="text-align: center;"> <br/> <b>JUDE NONIE A. SALES</b><br/> <b>UNIT HEAD, PROJECT LEADER</b> </div> | Noted by:<br><div style="text-align: center;"> <br/> <b>JUDE NONIE A. SALES</b><br/> <b>UNIT HEAD, PROJECT LEADER</b> </div>      | Approved by:<br><div style="text-align: center;"> <br/> <b>EDGARDO E. TULIN</b><br/> <b>PRESIDENT, VSU</b> </div> |