



## PURCHASE REQUEST

Dept./Office: **DBS**PR #: **STF-2021-06-00411**Date: **06-30-2021**Section/End-User: **Brenda Me P. Valenzona**Category: **Office Furniture & Fixture**Funding Source: **Special Trust Fund**Project Title/Code: **STF-FD-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Office chair, with arm rest</b>	pc	5	5,000.00	JULISSAH C. EVANGELIO	25,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>at least (580mmx600mx890-990mm)</li> <li>Butterfly Mechanism = 360 Degree Swivel Seat</li> <li>Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric</li> <li>Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric</li> <li>Arm: Polypropylene plastic</li> <li>Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment</li> </ul>						
2	<b>Office table</b>	unit	5	10,000.00	EUTQUIO B. BORNIAS	50,000.00
<b>Specification:</b>  office wooden table  with lockable drawers, two sided 3 drawers  <b>Dimension:</b> L 63"x W 30" x H 30"  <b>Colors:</b> Mahogany						
<b>TOTAL</b>						<b>75,000.00</b>
Purpose: office use						
Checked by: <div style="text-align: center;">   <b>NORMAN O. VILLAS</b> </div>				Funds Available: <div style="text-align: center;">   <b>MYRNA S. PANCITO</b> </div>		
TWG - Office Furniture & Fixture				HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	<b>BRENDA ME P. VALENZONA</b>		<b>ANALYN M. MAZO</b>		<b>EDGARDO E. TULIN</b>	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	