



PURCHASE REQUEST

Dept./Office: **DFS**PR #: **GF-2021-06-00303**Date: **06-03-2021**Section/End-User: **Dennis P. Peque**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DFS-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions	unit	1	700.00	DENNIS P. PEQUE	700.00
2	Folder, Pressboard, US, Green, Long	pcs	120	30.00		3,600.00
3	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	50	195.00		9,750.00
4	Ready-Made Curtain (RMC), Cream color	pc	30	450.00	DENNIS P. PEQUE	13,500.00

Specification:

Dimension: 60"x84"

Color: Cream/Beige

Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through

Design: Plain, most importantly -- NO Flowers and Lace

	TOTAL					27,550.00
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Purpose: For office use

Checked by:		Funds Available:	
 DOREEN B. ALBA		 MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	 DENNIS P. PEQUE	 DENNIS P. PEQUE	 EDGARDO E. TULIN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			