



PURCHASE REQUEST

Dept./Office: **VSUCO**PR #: **GF-2021-10-01300**Date: **10-13-2021**Section/End-User: **Nevin A. Pacada**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VCO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Datafiler	pc	15	250.00		3,750.00
Specification: 23cm H x 14cm W x 44cm D						
TOTAL						3,750.00
Purpose: For office use						
Checked by:				Funds Available:		
 DOREEN B. ALBA TWG - Office Supplies				 ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
	 NEVIN A. PACADA	 NEVIN A. PACADA		 EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		