








Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **154-5-59-2024-0-0-5**PR No.: **GF-2024-02-00663**Date: **02-26-2024**Dept./Office: **ODIE**Category: **Office Furniture
& Fixture**Duration: **2024-01-02
to**Section/End-User: **Ma. Rachel Kim L. Aure****2024-12-31**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-FTP-2024-2**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--|---|------|-----|-----------|---------|------------------|
| 1 | Office Executive Chair | pc | 1 | 11,000.00 | | 11,000.00 |
| Specification: Specification: <ul style="list-style-type: none"> • Highback chair with armrest and headrest • Materials: Backrest - Mesh/Net • Seatrest Fabric • PVC Armrest • Accessories: Gaslift, caster wheel | | | | | | |
| 2 | Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves, | pc | 1 | 12,000.00 | | 12,000.00 |
| Specification: ?Display Cabinet, Filing Cabinet ?Dimensions: 900mm x 450mm x 1850mm ?Powder coated ?Adjustable shelves | | | | | | |
| 3 | Wooden L-Type Executive Table | pc | 1 | 30,000.00 | | 30,000.00 |
| Specification: Specification: <ul style="list-style-type: none"> • Dimension: 160 cm. x 80 cm. x 76 cm. • Drawer Dimension : 120 cm. x 40 cm. x 55 cm. • with extension cabinet drawers • Color Brown | | | | | | |
| TOTAL | | | | | | 53,000.00 |

Purpose: These are needed for the Future Thinking Project.

| | | | |
|--|--|--|--|
| Checked by:  LEO A. MAMOLO | | Funds Available:  ALICIA M. FLORES | |
| TWG - Office Furniture & Fixture | | HEAD, BUDGET OFFICE | |
| Signature: Printed Name: Designation: | Prepared by:  MA. RACHEL KIM L. AURE | Noted by:  MA. RACHEL KIM L. AURE | Approved by:  DANIEL LESLIE S. TAN |
| | | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |