



PURCHASE REQUEST

Dept./Office: **OIMD**PR #: **GF-2021-09-01102**Date: **09-24-2021**Section/End-User: **Nancy D. Abunda**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **OIMD-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office chair, with arm rest	pc	1	5,000.00		5,000.00

Specification:

- at least (580mmx600mx890-990mm)
- Butterfly Mechanism = 360 Degree Swivel Seat
- Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric
- Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric
- Arm: Polypropylene plastic
- Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment

	TOTAL					5,000.00
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Purpose: Needed for the office.

Checked by:	 NORMAN O. VILLAS	Funds Available:	 ALICIA M. FLORES
	TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 NANCY D. ABUNDA	 NANCY D. ABUNDA	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU