



GF-2020-10-00237

PPMP #: 65-5-421-2021-8-0-0



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

04/11 1732
 07/16/20

PURCHASE REQUEST

Dept./Office: **IAO**PR #: **GF-2020-10-00237 / 0995**Date: **10-14-2020**Section/End-User: **Ana Marquiza M. Quilicot**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **IAO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Chair, Conference stacking,	pc	3	2,000.00		6,000.00
Specification: black Steel frame with leatherette foam, for adult size						
2	Metal filing shelves, open, 4 layers	unit	1	10,000.00		10,000.00
3	Office Table	pc	2	4,000.00		8,000.00
Specification: <ul style="list-style-type: none"> Laminated Wood, One Long Drawer with 3 Side Drawers, 2 Top Drawers with Locks, color: Gray, Wenge, Dimension: at least W22.75? x L47.25? x H29.5? 						
4	Senior Executive High back chair	pc	2	10,500.00		21,000.00
Specification: double-layer cushion with genuine leather armrest, with back-rest reclining adjustment and knee tilt mechanism						
TOTAL						45,000.00
Purpose: for office use						
Checked by: NORMAN O. VILLAS TWG - Office Furniture & Fixture				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE 10/15		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	ANA MARQUIZA M. QUILICOT		ANA MARQUIZA M. QUILICOT		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	