



OP# 1329-1332
 9/6/21

PURCHASE REQUEST

Dept./Office: **DDC**PR #: **GF-2021-08-00703**Date: **08-31-2021**Section/End-User: **Liza Ann C. Jagonos**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **DDC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pieces	2	11,000.00		22,000.00

Specification:

size of the product is W=46CM,L=62CM,H=133CM(1 inch=2.54CM),

37KG Pure steel product.

The steel thickness of the file cabinet is 0.7-1.2mm

4 Drawers steel vertical filing cabinet

TOTAL						22,000.00
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Purpose: for office use

Checked by:	 NORMAN O. VILLAS	Funds Available:	 MYRNA S. PANCITO
	TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE <i>A.III, b, 1</i>
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	LIZA ANN C. JAGONOS	 CHRISTINA A. GABRILLO	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU