



PURCHASE REQUEST

Dept./Office: **DCE**PR #: **GF-2021-05-00164**Date: **05-11-2021**Section/End-User: **Maria Precilla P. Balo**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **DCE-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office chair, with arm rest	pc	3	5,000.00	RAMIL B. VINCULADO JR.	15,000.00
Specification: <ul style="list-style-type: none"> 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 						
2	Office Table	pc	3	4,000.00	RAMIL B. VINCULADO JR.	12,000.00
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? 						
TOTAL						27,000.00
Purpose: For Office Use						
Checked by: LEO A. MAMOLO				Funds Available: MYRNA S. PANCITO		
TWG - Office Furniture & Fixture				HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
	 MARIA PRECILLA P. BALO	 EPIFANIA G. LORETO		 EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		