



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

PURCHASE REQUEST

Dept./Office: **OHCPD**

Section/End-User: **Angelica P. Baldos**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2022-05-00614**

Date: **05-26-2022**

Category: **Office Furniture
& Fixture**

Project Title/Code: **OCPE-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						
2	Office Table	pc	1	4,000.00		4,000.00
Specification: ?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						9,000.00

Purpose: For Office Use

Checked by:

LEO A. MAMOLO

TWG - Office Furniture & Fixture

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

ANGELICA P. BALDOS

END USER

Noted by:

ANGELICA P. BALDOS

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU