



PURCHASE REQUEST

Dept./Office: **AdO**PR #: **GF-2021-10-01240**Date: **10-11-2021**Section/End-User: **Ida Blanz L. Orapa**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **OHA-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Table with Mobile Pedestal	pc	1	12,500.00		12,500.00

Specification:

- ?Executive Desk with metal legs,
- ?Melamine Table Top Finish
- ?Size: 140cm x 70cm x 75cm
- ?with center pen tray
- ?Mobile pedestal: 3 drawers, H66cm x W40cm x D56cm, Compatible with the table

	TOTAL					12,500.00
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Purpose: for office supplies

Checked by:

NORMAN O. VILLAS

Funds Available:

ALICIA M. FLORES

TWG - Office Furniture & Fixture

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

IDA BLANZ L. ORAPA
END USER

Noted by:

NANCY V. DUMAGUING
UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN
PRESIDENT, VSU