



PURCHASE REQUEST

Dept./Office: **RERC**PR #: **GF-2021-09-00985**Date: **09-14-2021**Section/End-User: **SUSANA B. MIÑOZA**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **NCERC-OC (Office of RERC)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Laminator Machine, A3	unit	1	2,800.00	SUSANA B. MIÑOZA	2,800.00
Specification: ?Heavy Duty, for A3 & A4 size, infrared heating system and adjustable temperature control with overheating protection						
TOTAL						2,800.00
Purpose: For Office Use						
Checked by: <div style="text-align: center;">NORMAN O. VILLAS</div> <div style="text-align: center;">TWG - Office Equipment</div>				Funds Available: <div style="text-align: center;">ALICIA M. FLORES</div> <div style="text-align: center;">HEAD, BUDGET OFFICE</div>		
Signature: Printed Name: Designation:	Requested by: <div style="text-align: center;"> SUSANA B. MIÑOZA END USER </div>		Noted by: <div style="text-align: center;"> ROBERTO C. GUARTE UNIT HEAD, PROJECT LEADER </div>		Approved by: <div style="text-align: center;"> EDGARDO E. TULIN PRESIDENT, VSU </div>	