



PURCHASE REQUEST

Dept./Office: **CAC**PR #: **STF-2021-10-01312**Date: **10-13-2021**Section/End-User: **Jude Nonie A. Sales**Category: **Office Furniture & Fixture**Funding Source: **Special Trust Fund**Project Title/Code: **OHCAC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Metal filing shelves, open, 4 layers	unit	1	10,000.00		10,000.00
2	Senior Executive High back chair	pc	1	6,500.00		6,500.00

Specification:

?double-layer cushion with genuine leather armrest,
 ?with back-rest reclining adjustment and knee tilt mechanism

	TOTAL					16,500.00
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Purpose: For office use

Checked by: NORMAN O. VILLAS TWG - Office Furniture & Fixture	Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE
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Signature:	Requested by: 	Noted by: 	Approved by:
Printed Name:	JUDE NONIE A. SALES	JUDE NONIE A. SALES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU