



PURCHASE REQUEST

Dept./Office: **CVM**PR #: **GF-2021-08-00709**Date: **08-31-2021**Section/End-User: **Noel C. Bustillo**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **DVCS a.III.b.I 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Table	pc	3	4,000.00		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? 						
2	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	pc	2	10,500.00		21,000.00
Specification: <p>Display Cabinet, Filing Cabinet</p> <p>Dimensions: 900mm x 450mm x 1850mm</p> <p>Powder coated</p> <p>Adjustable shelves</p>						
TOTAL						33,000.00
Purpose: office use						
Checked by: <div style="text-align: center;"> NORMAN O. VILLAS </div>				Funds Available: <div style="text-align: center;"> MYRNA S. PANTOJA HEAD, BUDGET OFFICE </div>		
TWG - Office Furniture & Fixture						
Signature:	Requested by:	Noted by:	Approved by:			
Printed Name:	NOEL C. BUSTILLO	LOTIS M. BALALA	EDGARDO E. TULIN			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU			