



PURCHASE REQUEST

Dept./Office: **DAEEx**PR #: **GF-2021-09-00741**Date: **09-07-2021**Section/End-User: **Karen Luz Y. Teves**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DAEEx-GF 301000000 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ceiling fan	pc	1	2,500.00	KAREN LUZ Y. TEVES	2,500.00
Specification: <ul style="list-style-type: none"> Orbit type metal blade 16" three speed controller 						
TOTAL						2,500.00
Purpose: for office use						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:			Approved by:	
Printed Name:	KAREN LUZ Y. TEVES	KAREN LUZ Y. TEVES			EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	