



PURCHASE REQUEST

Dept./Office: **CoEd**PR #: **GF-2021-09-00951**Date: **09-10-2021**Section/End-User: **Rubio B. Timkang**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **CE HIGHER EDUCATION BUDGET - 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office chair, with arm rest	pc	6	5,000.00		30,000.00

Specification:

- at least (580mmx600mx890-990mm)
- Butterfly Mechanism = 360 Degree Swivel Seat
- Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric
- Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric
- Arm: Polypropylene plastic
- Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment

2	Office Table	pc	2	4,000.00		8,000.00
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Specification:

- 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?

TOTAL						38,000.00
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Purpose: use for office and for instructional purposes

Checked by: <div style="text-align: center;"> NORMAN O. VILLAS </div>		Funds Available: <div style="text-align: center;"> ALICIA M. FLORES </div>	
TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE	
Signature: <div style="text-align: center;"> RUBIO B. TIMKANG </div>	Requested by: <div style="text-align: center;"> BAYRON S. BARREDO </div>	Noted by: <div style="text-align: center;"> BAYRON S. BARREDO </div>	Approved by: <div style="text-align: center;"> EDGARDO E. TULIN </div>
Designation: <div style="text-align: center;"> END USER </div>	Designation: <div style="text-align: center;"> UNIT HEAD, PROJECT LEADER </div>		Designation: <div style="text-align: center;"> PRESIDENT, VSU </div>