



CP#910  
 @12/21

## PURCHASE REQUEST

Dept./Office: **CET**PR #: **GF-2021-06-00340**Date: **06-15-2021**Section/End-User: **Michelle A. Borleo**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Dean-CET 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Office Table with 3 drawers</b>	unit	1	14,999.00	MICHELLE A. BORLEO	14,999.00
<b>Specification:</b> Office Table, 3-drawers side by side, 1 drawer at the center, material: wood						
2	<b>Senior Executive High back chair</b>	pc	1	10,500.00	MICHELLE A. BORLEO	10,500.00
<b>Specification:</b> double-layer cushion with genuine leather armrest, with back-rest reclining adjustment and knee tilt mechanism						
<b>TOTAL</b>						<b>25,499.00</b>
Purpose: For office use						
Checked by: <div style="text-align: center;">   <b>NORMAN O. VILLAS</b> </div>				Funds Available: <div style="text-align: center;">   <b>MYRNA S. PANCITO</b> </div>		
TWG - Office Furniture & Fixture				HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:			Approved by:	
Printed Name:	<b>MICHELLE A. BORLEO</b>	 <b>ROBERTO C. CUARTE</b>			 <b>EDGARDO E. TULIN</b>	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	