



PURCHASE REQUEST

Dept./Office: **DFST**PR #: **STF-2021-04-00104**Date: **04-05-2021**Section/End-User: **Pearl P. Vistal**Category: **Hardwares**Funding Source: **Special Trust Fund**Project Title/Code: **DFST -2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Glass Door Header	unit	1	1,200.00	LORINA A. GALVEZ	1,200.00
Specification: Glass Door header for the new annex door						
TOTAL						1,200.00
Purpose: to be installed at the new annex door						
Checked by: MARLON G. BURLAS TWG - Hardware				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by: PEARL P. VISTAL END USER		Noted by: LORINA A. GALVEZ UNIT HEAD, PROJECT LEADER		Approved by: EDGARDO E. TULIN PRESIDENT, VSU	