



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **LEGAL** PR #: **GF-2020-10-00153 /0926** Date: **10-14-2020**
Section/End-User: **Rysan C. Guinocor** Category: **Office Furniture & Fixture**
Funding Source: **General Fund - MOOE** Project Title/Code: **Legal Office**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--|--|------------------------------------|-----|---|---------|------------|
| 1 | Office chair, with arm rest | pc | 1 | 5,000.00 | | 5,000.00 |
| Specification: | | | | | | |
| <ul style="list-style-type: none">• 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 | | | | | | |
| TOTAL | | | | | | 5,000.00 |
| Purpose: Office Use | | | | | | |
| Checked by: NORMAN O. VILLAS TWG - Office Furniture & Fixture | | | | Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE | | |
| Signature: | Requested by: RYSAN C. GUINOCOR | Noted by: RYSAN C. GUINOCOR | | Approved by: EDGARDO E. TULIN | | |
| Printed Name: | END USER | UNIT HEAD, PROJECT LEADER | | PRESIDENT, VSU | | |
| Designation: | | | | | | |