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PR-2023-0817-139122



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

PURCHASE REQUEST

PPMP No. : 246-5-1551-2024-7-0-3

PR No.: GF-2023-08-01877

Date: 08-17-2023

Dept./Office: DSO

Category: Office Furniture
& Fixture

Section/End-User: Junard C. Gucela

Project Title/Code: DSO-Office of Institutional Student
Programs & Services 2024

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Table, tower type	unit	1	3,000.00		3,000.00
Specification: ?Dimension: 60 x 40 x 123 cm ?Color: black ?with top printer shelf and sliding flat drawer for key board ? for indoor use						
2	Office chair, with arm rest	pc	1	5,000.00		5,000.00
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						
3	Office Steel Rack Shelves, 5 Layers	unit	1	10,000.00		10,000.00
Specification: ?Boltless warehouse office Steel Rack Shelves ?with rubber feet tippings ?40cm (layer height) x 120cm (length) x 200cm (height) ?5 layer steel rack						
4	Steel Cabinet, 4 drawers, Dark Green	pcs	1	8,500.00		8,500.00
Specification: ?at least 45.2x 62 x 133.1cm (LWH) ?Vertical ?preferably dark green color						

TOTAL				26,500.00	
Purpose: OFFICE SUPPLIES					
Checked by:			Funds Available:		
LEO A. MAMOLO			ALICIA M. FLORES <i>ff 50-7024</i>		
TWG - Office Furniture & Fixture			HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:	
Printed Name:	JUNARD C. GUCELA	CHONA A. BRIT		EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	