



PURCHASE REQUEST

Dept./Office: **USSO**

Section/End-User: **Junard C. Gucela**

Funding Source: **General Fund - MOOE**

PR #: **GF-2021-09-00748**

Date: **09-02-2021**

Category: **Office Equipment**

Project Title/Code: **ODS-OSDS-2021(Office of the Student Development Services)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Desk Electric fan	pc	1	2,000.00		2,000.00
Specification: • 16" metal blade • three speed controller						
2	Electric fan	pc	1	2,500.00		2,500.00
Specification: • Stand fan 16" metal blade • Adjustable height • three speed controller						
TOTAL						4,500.00
Purpose: For Office use						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: for: 9/26 MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:			Approved by:	
Printed Name:	JUNARD C. GUCELA	MANOLO B. LORETO JR.			EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	