



PURCHASE REQUEST

Dept./Office: **IHK**PR #: **GF-2021-11-01618**Date: **11-26-2021**Section/End-User: **Araceli M. Managbanag**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **IHK 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	pc	2	12,000.00		24,000.00

Specification:

Display Cabinet, Filing Cabinet

Dimensions: 900mm x 450mm x 1850mm

Powder coated

Adjustable shelves



2	Table, Glass Center	pc	1	6,000.00		6,000.00
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Specification:

- Size: 1100*600*450mm
- Materials: Glass Tempered Glass,
- Wooden Leg, Color brown
- Feature: Magazine Rack at side

	TOTAL					30,000.00
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Purpose: Office Use

Checked by:	Funds Available:
 NORMAN O. VILLAS	 ALICIA M. FLORES
TWG - Office Furniture & Fixture	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
	 ARACELI M. MANAGBANAG	 CHARIS B. LIMBO	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU