



## PURCHASE REQUEST

Dept./Office: **AdO**PR #: **STF-2021-10-01242**Date: **10-11-2021**Section/End-User: **Ida Blanz L. Orapa**Category: **Office Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **VSUCAT 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Safety Deposit Box	unit	1	10,000.00		10,000.00

**Specification:**

- Digital safe
- Stainless steel
- Size: 35 x 25 x 25 cm
- Mountable to wall or floor
- Best for home, office and hotel use
- Override keys available

	<b>TOTAL</b>					<b>10,000.00</b>
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Purpose: for office supplies

Checked by:		Funds Available:	
	<b>NORMAN O. VILLAS</b>		<b>ALICIA M. FLORES</b>
	TWG - Office Equipment		HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>IDA BLANZ L. ORAPA</b>	<b>NANCY V. DUMAGUING</b>	<b>EDGARDO E. TULIN</b>
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>