



PURCHASE REQUEST

Dept./Office: **DAEEx**PR #: **GF-2021-05-00175**Date: **05-11-2021**Section/End-User: **Karen Luz Y. Teves**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **DAEEx 2021- GF 301000000**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Table	pc	1	4,000.00	KAREN LUZ Y. TEVES	4,000.00

Specification:

- Laminated Wood,
- One Long Drawer with 3 Side Drawers,
- 2 Top Drawers with Locks,
- color: Gray, Wenge,
- Dimension: at least W22.75? x L47.25? x H29.5?

TOTAL						4,000.00
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Purpose: For office use

Checked by: NORMAN O. VILLAS	Funds Available: MYRNA S. PANCITO
TWG - Office Furniture & Fixture	HEAD, BUDGET OFFICE

Signature:	Requested by: 	Noted by: 	Approved by:
Printed Name:	KAREN LUZ Y. TEVES	KAREN LUZ Y. TEVES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU