



## PURCHASE REQUEST

Dept./Office: **DARI**PR #: **GF-2021-05-00252**Date: **05-27-2021**Section/End-User: **Frances Mae . Pizon**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-1P-2021-13**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Office chair, with arm rest</b>	pc	1	5,000.00		5,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>at least (580mmx600mx890-990mm)</li> <li>Butterfly Mechanism = 360 Degree Swivel Seat</li> <li>Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric</li> <li>Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric</li> <li>Arm: Polypropylene plastic</li> <li>Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment</li> </ul>						
2	<b>Office Table</b>	pc	1	4,000.00		4,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>Laminated Wood,</li> <li>One Long Drawer with 3 Side Drawers,</li> <li>2 Top Drawers with Locks,</li> <li>color: Gray, Wenge,</li> <li>Dimension: at least W22.75? x L47.25? x H29.5?</li> </ul>						
<b>TOTAL</b>						<b>9,000.00</b>
Purpose: Office Use						
Checked by: <div style="text-align: center;">   <b>NORMAN O. VILLAS</b> </div>				Funds Available: <div style="text-align: center;">   <b>MYRNA S. PANCITO</b> </div>		
TWG - Office Furniture & Fixture				HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
	 <b>FRANCES MAE . PIZON</b>	 <b>EDGARDO E. TULIN</b>		 <b>EDGARDO E. TULIN</b>		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		