



PURCHASE REQUEST

Dept./Office: **NSTP/CWTS**PR #: **GF-2021-09-00773**Date: **09-03-2021**Section/End-User: **Marlon V. Dampios**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **NSTP-2022 Office Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Metal filing shelves, open, 4 layers	unit	1	10,000.00		10,000.00
2	Office chair, with arm rest	pc	2	5,000.00		10,000.00

Specification:

- at least (580mmx600mx890-990mm)
- Butterfly Mechanism = 360 Degree Swivel Seat
- Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric
- Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric
- Arm: Polypropylene plastic
- Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment

TOTAL						20,000.00
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Purpose: Office Use

Checked by:

NORMAN O. VILLAS

Funds Available:

ALICIA M. FLORES

MYRNA S. PANCITO

TWG - Office Furniture & Fixture

OIC HEAD, BUDGET OFFICE

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:

MARLON V. DAMPIOS**MANOLO B. LORETO JR.****EDGARDO E. TULIN**

Designation:

END USER**UNIT HEAD, PROJECT LEADER****PRESIDENT, VSU**