



PURCHASE REQUEST

Dept./Office: **DDC**PR #: **GF-2021-08-00702**Date: **08-31-2021**Section/End-User: **Liza Ann C. Jagonos**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DDC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Condition Non-Inverter Window type 0.5HP, Standard size	unit	2	14,500.00		29,000.00
Specification: ?at most 600 Watts ?cooling capacity: at least 5000 Kilo joules per hour ?at least EER 10.0						
2	Paper shredder machine, heavy duty	pieces	1	6,000.00		6,000.00
Specification: ?Shred Type: Cross Cut ?Maximum Sheet capacity(70gsm) : 10 Sheets ?Waste Container capacity: 21 Liters ?Power Source: 220 - 240 VAC						
TOTAL						35,000.00
Purpose: for office use						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	LIZA ANN C. JAGONOS	CHRISTINA A. GABRILLO		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		