



## PURCHASE REQUEST

Dept./Office: **DARI**PR #: **GF-2021-09-01119**Date: **09-27-2021**Section/End-User: **Jo Jane D. Atok**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ARICenter-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Laminator Machine, A3</b>	unit	1	2,800.00		2,800.00
<b>Specification:</b> ?Heavy Duty, for A3 & A4 size, infrared heating system and adjustable temperature control with overheating protection						
2	<b>Paper shredder machine, heavy duty</b>	pieces	1	6,000.00		6,000.00
<b>Specification:</b> ?Shred Type: Cross Cut ?Maximum Sheet capacity(70gsm) : 10 Sheets ?Waste Container capacity: 21 Liters ?Power Source: 220 - 240 VAC						
<b>TOTAL</b>						<b>8,800.00</b>
Purpose: For office use						
Checked by: <div style="text-align: center;">   <b>NORMAN O. VILLAS</b>              TWG - Office Equipment           </div>				Funds Available: <div style="text-align: center;">   <b>ALICIA M. FLORES</b>              HEAD, BUDGET OFFICE           </div>		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	 <b>JO JANE D. ATOK</b>		 <b>MA. THERESA P. LORETO</b>		 <b>EDGARDO E. TULIN</b>	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	