



PURCHASE REQUEST

Dept./Office: **ODHRM**PR #: **GF-2021-11-01490**Date: **11-09-2021**Section/End-User: **Jenefer B. Jayme**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ODHRM-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	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

2	Water Dispenser, Cabinet type	pc	1	10,000.00		10,000.00
---	--------------------------------------	----	---	-----------	--	-----------

Specification:

?Floor standing

?Hot and cold function

?plastic body,high efficiency compressor

?thermally protected

TOTAL						16,000.00
--------------	--	--	--	--	--	------------------

Purpose: FOR OFFICE USE

Checked by:	Funds Available:
 NORMAN O. VILLAS	 ALICIA M. FLORES
TWG - Office Equipment	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 JENEFER B. JAYME	 HONEY SOFIA V. COLIS	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU ^{11/10}