



PURCHASE REQUEST

Dept./Office: **CAC**PR #: **STF-2021-04-00132**Date: **04-20-2021**Section/End-User: **Jude Nonie A. Sales**Category: **Office Furniture & Fixture**Funding Source: **Special Trust Fund**Project Title/Code: **OHCAC-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Table, tower type	unit	1	3,000.00		3,000.00

Specification:

Dimension: 60 x 40 x 123 cm

Color: black

with top printer shelf and sliding flat drawer for key board

for indoor use

2	Office Table	pc	1	4,000.00		4,000.00
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Specification:

- Laminated Wood,
- One Long Drawer with 3 Side Drawers,
- 2 Top Drawers with Locks,
- color: Gray, Wenge,
- Dimension: at least W22.75? x L47.25? x H29.5?

	TOTAL					7,000.00
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Purpose: For office use

Checked by: NORMAN O. VILLAS		Funds Available: MYRNA S. PANCITO	
TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE	
Signature:	Requested by: JUDE NONIE A. SALES	Noted by: JUDE NONIE A. SALES	Approved by: EDGARDO E. TULIN
Printed Name:	JUDE NONIE A. SALES	JUDE NONIE A. SALES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU