



## PURCHASE REQUEST

Dept./Office: **USSO**PR #: **GF-2021-09-00757**Date: **09-02-2021**Section/End-User: **Junard C. Gucela**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **ODS-OSSGA 2021 (OFFICE OF STUDENT SCHOLARSHIPS GRANTS & AWARDS)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Metal Storage Shelves</b>	pc	1	7,500.00		7,500.00

**Specification:**

- Full Steel,
- 5 layer shelves storage,
- boltless,
- keyhole locking system,
- 500kg capacity,
- fully adjustable shelves,
- wire/steel shelves,
- Plastic floor protectors,
- powder coated paint,
- 1830mm H x 914mm W x 406mm D

2	<b>Zebra Roller Blinds Pleated</b>	rolls	5	1,300.00		6,500.00
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**Specification:**

Color: Beige

Size: 120 cm x 160 cm (LxW)

<b>TOTAL</b>						<b>14,000.00</b>
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Purpose: For Office use

Checked by:			Funds Available:		
 <b>NORMAN O. VILLAS</b>			 <b>MYRNA S. PANCITO</b>		
TWG - Office Furniture & Fixture			 <b>HEAD, BUDGET OFFICE</b>		
Signature:	Requested by:	Noted by:	Approved by:		
Printed Name:	<b>JUNARD C. GUCELA</b>	<b>MANOLO B. LORETO JR.</b>	<b>EDGARDO E. TULIN</b>		
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>		