



PURCHASE REQUEST

Dept./Office: **ODIE**PR #: **GF-2021-09-01107**Date: **09-24-2021**Section/End-User: **Rafael B. Vergara Jr.**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODIE-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	5	78.00		390.00
2	Metal Leg Office Table	pcs	2	10,650.00		21,300.00

Specification:

size, 60 X 60cm, color, walnut, metal leg black

Metal Leg Office Table



Color

Panels: Walnut
 Metal leg: Black

Primary Material

- Made of Melamine laminated on
- 25mm thick top panel with 0.8mm
- 16mm thick front panel with 0.8mm
- edging.
- 18mm thick drawer front, side & b
- 0.45mm thick PVC edging.
- 75mm dia. plastic wirehole cap.
- 16" full extension drawer slide me
- 1.2mm thick stamped metal sheer
- powdercoated finish with 38mm ac
- glider.

	TOTAL					21,690.00
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Purpose: Needed for the office.

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	RAFAEL B. VERGARA JR.	MA. RACHEL KIM L. AURE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU