



## PURCHASE REQUEST

Dept./Office: **ODIE**PR #: **GF-2021-03-00047**Date: **03-01-2021**Section/End-User: **Ma. Rachel Kim L. Aure**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **ODIE-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office chair, with arm rest	pc	2	5,000.00		10,000.00

**Specification:**

- at least (580mmx600mx890-990mm)
- Butterfly Mechanism = 360 Degree Swivel Seat
- Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric
- Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric
- Arm: Polypropylene plastic
- Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment

	<b>TOTAL</b>					<b>10,000.00</b>
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Purpose: Urgently needed for the office.

Checked by:

  
**NORMAN O. VILLAS**

Funds Available:

  
**MYRNA S. PANCITO**

TWG - Office Furniture &amp; Fixture

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>MA. RACHEL KIM L. AURE</b>	<b>MA. RACHEL KIM L. AURE</b>	<b>EDGARDO E. TULIN</b>
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>