



## PURCHASE REQUEST

Dept./Office: **AccO**PR #: **GF-2021-09-00831**Date: **09-06-2021**Section/End-User: **Norieta B. Bustillo**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **ACCTG-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clerical table	pc	2	4,800.00	VALERIE Y. VERGIS	9,600.00

**Specification:**

with 4 drawers - 1 at center with lock, 3 at right side with centralized lock

120cm W x 60cm D x 75cm H

2	Office chair, with arm rest	pc	2	5,000.00	VALERIE Y. VERGIS	10,000.00
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**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>19,600.00</b>
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Purpose: for office use

Checked by:	Funds Available:
 <b>NORMAN O. VILLAS</b>	 <b>ALICIA M. FLORES</b>
TWG - Office Furniture & Fixture	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>NORIETA B. BUSTILLO</b>	<b>NICK FREDDY R. BELLO</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU