



PURCHASE REQUEST

Dept./Office: **USSO**PR #: **TF-2021-10-01411**Date: **10-25-2021**Section/End-User: **Meriam M. Luna**Category: **Office Furniture & Fixture**Funding Source: **Trust Fund**Project Title/Code: **TES-ASF (On-going) 2020-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Metal filing shelves, open, 4 layers	unit	1	10,000.00		10,000.00
2	Sofa, 3 Seater	unit	1	15,000.00		15,000.00

Specification:

at least 1.8m

Leather type

Black

TOTAL						25,000.00
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Purpose: TES-ASF (On-going) 1st. sem. 2020-2021

Checked by: NORMAN O. VILLAS		Funds Available: NICK FREDDY R. BELLO	
TWG - Office Furniture & Fixture		(OIC) HEAD, ACCOUNTING OFFICE	
Signature: Printed Name: MERIAM M. LUNA Designation: END USER	Requested by: MANOLO B. LORETO JR. UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU	