



## PURCHASE REQUEST

Dept./Office: **BAC**PR #: **GF-2021-04-00143**Date: **04-26-2021**Section/End-User: **Arjanery B. Antofina**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU COA 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Heavy Duty Combo Binding Machine</b>	unit	1	14,500.00		14,500.00
<b>Specification:</b>  Specs:  ?Maximum Punching Sheets: 25 ?Max Size: LS, F4, A4, Extra Long ?Selectable Punching Pins: 24 slots ?Net Weight: 12.5kgs						
2	<b>Paper shredder machine, heavy duty</b>	pieces	1	6,000.00		6,000.00
<b>Specification:</b>  Paper shredder machine, heavy duty. Shred Type: Cross Cut, Maximum Sheet capacity(70gsm) : 10 Sheets, Waste Container capacity: 21 Liters, Power Source: 220 - 240 VAC,						
<b>TOTAL</b>						<b>20,500.00</b>
Purpose: For Office Use						
Checked by: <div style="text-align: center;">   <b>NORMAN O. VILLAS</b>            TWG - Office Equipment         </div>				Funds Available: <div style="text-align: center;">   <b>MYRNA S. PANCITO</b>            HEAD, BUDGET OFFICE         </div>		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	<b>ARJANERY B. ANTOFINA</b>		<b>JESSAMINE C. ECLEO</b>		<b>EDGARDO E. TULIN</b>	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	

RECEIVED

MAY 04 2021

BY: