



PURCHASE REQUEST

Dept./Office: **DBS**PR #: **GF-2021-10-01432**Date: **10-25-2021**Section/End-User: **Brenda Me P. Valenzona**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DBS (A.III.B.1)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Tower Fan	unit	1	6,000.00	ANALYN M. MAZO	6,000.00
Specification: ?Tower type Fan, ?880mm with Ionizer and remote ?Wattage (40w), Fan speed: 1425RPM						
TOTAL						6,000.00
Purpose: Office Use						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	BRENDA ME P. VALENZONA		ANALYN M. MAZO		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	



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Checked by:	Funds Available:
 NORMAN O. VILLAS	 ALICIA M. FLORES
TWG - Office Equipment	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
 Printed Name: BRENDA ME P. VALENZONA	 ANALYN M. MAZO	 EDGARDO E. TULIN	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU