



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

## PURCHASE REQUEST

Dept./Office: **CET**

PR #: **GF-2020-10-00080/0935**

Date: **10-13-2020**

Section/End-User: **Michelle A. Borleo**

Category: **Office Furniture & Fixture**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Dean's Office-CET 2021**

| Item # | Item Description           | Unit | Qty | Unit Cost | PAR/ICS            | Total Cost |
|--------|----------------------------|------|-----|-----------|--------------------|------------|
| 1      | Computer Table, tower type | unit | 1   | 3,000.00  | MICHELLE A. BORLEO | 3,000.00   |

**Specification:**

Dimension: 60 x 40 x 123 cm

Color: black

with top printer shelf and sliding flat drawer for key board

for indoor use

|              |  |  |  |  |  |                 |
|--------------|--|--|--|--|--|-----------------|
| <b>TOTAL</b> |  |  |  |  |  | <b>3,000.00</b> |
|--------------|--|--|--|--|--|-----------------|

Purpose: For office use

|                                  |                           |                           |                |
|----------------------------------|---------------------------|---------------------------|----------------|
| Checked by:                      | Funds Available:          |                           |                |
|                                  |                           |                           |                |
| <b>NORMAN O. VILLAS</b>          | <b>MYRNA S. PANCITO</b>   |                           |                |
| TWG - Office Furniture & Fixture | HEAD, BUDGET OFFICE       |                           |                |
| Requested by:                    | Noted by:                 | Approved by:              |                |
|                                  |                           |                           |                |
| <b>MICHELLE A. BORLEO</b>        | <b>ROBERTO C. GUARATE</b> | <b>EDGARDO E. TULIN</b>   |                |
| Designation:                     | END USER                  | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |