



PURCHASE REQUEST

Dept./Office: **DARI**PR #: **GF-2021-08-00685**Date: **08-25-2021**Section/End-User: **Jo Jane D. Atok**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ARICenter-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Electric fan	pc	2	2,500.00		5,000.00
Specification: - Stand fan 16" metal blade - Adjustable height - three speed controller						
2	Water Dispenser, Cabinet type	pc	2	10,000.00		20,000.00
Specification: ?Floor standing ?Hot and cold function ?plastic body,high efficiency compressor ?thermally protected						
TOTAL						25,000.00
Purpose: For office and laboratory use.						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:			Approved by:	
Printed Name:	JO JANE D. ATOK	MA. THERESA P. LORETO			EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	