



PURCHASE REQUEST

Dept./Office: **USSO**Section/End-User: **Junard C. Gucela**Funding Source: **General Fund - MOOE**PR #: **GF-2021-09-00787**Date: **09-03-2021**Category: **Office Furniture & Fixture**Project Title/Code: **ODS-OISPS 2021 (Office of the Institutional Student Programs & Services)**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|-----------------------------|------|-----|-----------|---------|------------|
| 1 | Office chair, with arm rest | pc | 1 | 5,000.00 | | 5,000.00 |

Specification:

- at least (580mmx600mx890-990mm)
- Butterfly Mechanism = 360 Degree Swivel Seat
- Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric
- Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric
- Arm: Polypropylene plastic
- Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment

| | | | | | | |
|--|--------------|--|--|--|--|-----------------|
| | TOTAL | | | | | 5,000.00 |
|--|--------------|--|--|--|--|-----------------|

Purpose: For Office use

| | | | |
|--|-------------------------|---|-------------------------------|
| Checked by: NORMAN O. VILLAS | | Funds Available: <i>for a/c</i> ALICIA M. FLORES <i>inc</i> | |
| TWG - Office Furniture & Fixture | | HEAD, BUDGET OFFICE <i>Alia</i> | |
| Signature: | Requested by: | Noted by: | Approved by: |
| Printed Name: | JUNARD C. GUCELA | MANOLO B. LORETO JR. | EDGARDO E. TULIN |
| Designation: | END USER | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU <i>at 2021</i> |