



PURCHASE REQUEST

Dept./Office: **DGE**PR #: **GF-2021-09-00927**Date: **09-09-2021**Section/End-User: **Haide B. Cuevas**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DGE- General Fund 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper shredder machine, heavy duty	pieces	1	6,000.00		6,000.00

Specification:

?Shred Type: Cross Cut

?Maximum Sheet capacity(70gsm) : 10 Sheets

?Waste Container capacity: 21 Liters

?Power Source: 220 - 240 VAC

	TOTAL					6,000.00
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Purpose: For administrative and instructional use (safe keeping confidential and sensitive information)

Checked by: <div style="text-align: center;"> NORMAN O. VILLAS </div>		Funds Available: <div style="text-align: center;"> ALICIA M. FLORES </div>	
TWG - Office Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: <div style="text-align: center;"> HAIDE B. CUEVAS </div>	Noted by: <div style="text-align: center;"> JANNET C. BENCURE </div>	Approved by: <div style="text-align: center;"> EDGARDO E. TULIN </div>
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU