



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

## PURCHASE REQUEST

Dept./Office: **DVCS**PR #: **GF-2020-10-00568/1060**Date: **10-15-2020**Section/End-User: **Noel C. Bustillo**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **CVM Repair and Maintenance 2021**

Item #	Item Description	Unit	Qty.	Unit Cost	PAR/ICS	Total Cost
1	Office Table	pc	3	4,000.00		12,000.00
<b>Specification:</b> <ul style="list-style-type: none"><li>• Laminated Wood,</li><li>• One Long Drawer with 3 Side Drawers,</li><li>• 2 Top Drawers with Locks,</li><li>• color: Gray, Wenge,</li><li>• Dimension: at least W22.75? x L47.25? x H29.5?</li></ul>						
2	Steel Cabinet, 4 drawers, Dark Green	pcs	3	8,500.00		25,500.00
<b>Specification:</b> <ul style="list-style-type: none"><li>• at least 45.2x 62 x 133.1cm (LWH)</li><li>• Vertical</li><li>• preferably dark green color</li></ul>						
<b>TOTAL</b>						<b>37,500.00</b>

Purpose: Repair and Maintenance

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:
Signature:		
Printed Name:	<b>NOEL C. BUSTILLO</b>	<b>SANTIAGO T. PEÑA</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER
		<b>EDGARDO E. TULIN</b>
		PRESIDENT, VSU