



## PURCHASE REQUEST

Dept./Office: **DFST**PR #: **STF-2021-04-00103**Date: **04-05-2021**Section/End-User: **Pearl P. Vistal**Category: **Construction and Electrical Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DFST -2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Repair and Replace broken Glass Door (frame not included)</b>	sets	1	5,000.00	LORINA A. GALVEZ	5,000.00
<b>Specification:</b> Repair and replace damaged glass door at the main office.						
<b>TOTAL</b>						<b>5,000.00</b>
Purpose: Repair and replace broken glass door at the main entrance of the office						
Checked by: <div style="text-align: center;">   <b>MARLON G. BURLAS</b> </div>				Funds Available: <div style="text-align: center;">   <b>MYRNA S. PANCITO</b> </div>		
TWG - Construction and Electrical Supplies				HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:			Approved by:	
Printed Name:	<b>PEARL P. VISTAL</b>	<b>LORINA A. GALVEZ</b>			<b>EDGARDO E. TULIN</b>	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	