



## PURCHASE REQUEST

Dept./Office: **CFES**PR #: **GF-2021-09-01099**Date: **09-24-2021**Section/End-User: **Jesibel L. Muertigue**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **CFES-Higher Education 2022**

| Item #                                                                                                | Item Description            | Unit | Qty                                    | Unit Cost                                       | PAR/CS                  | Total Cost       |
|-------------------------------------------------------------------------------------------------------|-----------------------------|------|----------------------------------------|-------------------------------------------------|-------------------------|------------------|
| 1                                                                                                     | Office Table with 3 drawers | unit | 1                                      | 14,999.00                                       |                         | 14,999.00        |
| <b>Specification:</b><br>Office Table, 3-drawers side by side, 1 drawer at the center, material: wood |                             |      |                                        |                                                 |                         |                  |
| <b>TOTAL</b>                                                                                          |                             |      |                                        |                                                 |                         | <b>14,999.00</b> |
| Purpose: For office use                                                                               |                             |      |                                        |                                                 |                         |                  |
| Checked by:<br><br><b>NORMAN O. VILLAS</b>                                                            |                             |      |                                        | Funds Available:<br><br><b>ALICIA M. FLORES</b> |                         |                  |
| TWG - Office Furniture & Fixture                                                                      |                             |      |                                        | HEAD, BUDGET OFFICE                             |                         |                  |
| Signature:                                                                                            | Requested by:               |      | Noted by:                              |                                                 | Approved by:            |                  |
| Printed Name:                                                                                         | <b>JESIBEL L. MUERTIGUE</b> |      | <b>DENNIS F. PEQUE</b> <i>as noted</i> |                                                 | <b>EDGARDO E. TULIN</b> |                  |
| Designation:                                                                                          | END USER                    |      | UNIT HEAD, PROJECT LEADER              |                                                 | PRESIDENT, VSU          |                  |