



PURCHASE REQUEST

Dept./Office: **ITEEM**PR #: **STF-2021-11-01486**Date: **11-04-2021**Section/End-User: **Cecilio M. Benitez**Category: **Office Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **ITEEM LBAORATORY SHARE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air conditioner	unit	1	20,000.00	ELVIRA B. GORRE	20,000.00
Specification: 1.5 HP, window type (non-inverter).						
TOTAL						20,000.00
Purpose: office use						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by:		Noted by:		Approved by:	
	 CECILIO M. BENITEZ		 ELIZA D. ESPINOSA		 EDGARDO E. TULIN	
	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	