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PR-2022-0914-63327



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

## PURCHASE REQUEST

Dept./Office: **OPO**PR No.: **GF-2022-09-01787**Date: **09-14-2022**Section/End-User: **Me-an D. Villas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OPO-GF-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
2	Mop Handle, aluminum, screw type, heavy duty, at least 4 ft long	pieces	1	500.00		500.00
3	Office Visitor's Chair	pcs	6	3,500.00		21,000.00

**Specification:**

dimension, W61 X D51 X H84cm, Color Gray

# Office Visitor's Chair



Color

**Fabric:** Gray (OS-309)

**Metal:** Chrome

Item Material

**Backrest:** 13mm thick plywood with 25mm thick foam cover with Polyester fabric.


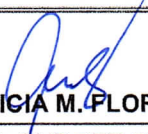

**Seat:** 13mm thick plywood with 50mm thick foam cover with Polyester fabric.

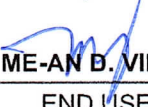
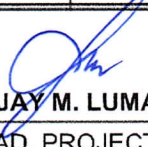
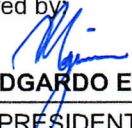
**Leg:** 19mm dia. x 1.2mm metal tube in chrome plating finish.

4	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	6,800.00		6,800.00
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5	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
6	Toilet Brush with Holder	set	2	180.00		360.00
	<b>TOTAL</b>					<b>30,440.00</b>

Purpose: Office use

Checked by:	Funds Available:
 <b>JED ASAPH D. CORTES</b>	 <b>ALICIA M. FLORES</b>
TWG - Office Supplies	HEAD, BUDGET OFFICE 

Signature:	Requested by:	Noted by:	Approved by:
	 <b>ME-AN D. VILLAS</b>	 <b>DEEJAY M. LUMANAO</b>	 <b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 