



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

## PURCHASE REQUEST

PPMP No. : **72-4-785-2024-7-0-1**PR No.: **TF-2023-08-01672**Date: **08-14-2023**Dept./Office: **AccO**Category: **Office Furniture  
& Fixture**Duration: **2024-01-01**

to

**2024-12-31**Section/End-User: **Valerie Y. Vergis**Project Title/Code: **TES -  
Administrative Cost**Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Swivel Chair, high quality	unit	2	8,000.00		16,000.00

### Specification:

#### Minimum Specifications:

- Dimension (WDH): 650mm x 650mm x 850 mm
- Height Adjustable up to: 940 mm
- Back Rest: Mesh Fabric in Nylon Fiberglass Frame with 3D-PP Back Support
- Seat: Density Mold Foam Cushion Fabric Seat
- Armrest: PU Adjustable
- With tilting mechanism
- Base: Metal Chrome Star Base
- Casters: Floor-safe PU Casters
- Color: Black
- Weight capacity: 110kg

**TOTAL****16,000.00**

Purpose: for office use

Checked by:

  
**LEO A. MAMOLO**

Funds Available:

  
**NICK FREDDY R. BELLO**

TWG - Office Furniture &amp; Fixture

HEAD, ACCOUNTING OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**VALERIE Y. VERGIS**

END USER

Noted by:

**NICK FREDDY R. BELLO**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU