



PURCHASE REQUEST

Dept./Office: **OTCLO**PR #: **GF-2021-03-00058**Date: **03-03-2021**Section/End-User: **Chizka Mae S. Martinez**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Chief Legal Officer-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Senior Executive High back chair	pc	1	10,500.00		10,500.00
Specification: double-layer cushion with genuine leather armrest, with back-rest reclining adjustment and knee tilt mechanism						
TOTAL						10,500.00
Purpose: Emergency Purchase						
Checked by: <div style="text-align: center;"> NORMAN O. VILLAS </div>				Funds Available: <div style="text-align: center;"> MYRNA S. PANCITO </div>		
TWG - Office Furniture & Fixture				HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	CHIZKA MAE S. MARTINEZ		RYSAN C. GUINOCOR		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	