



GF-2020-10-00191



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

PPMP #: 11-5-354-2021-8-0-0

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 10/10/20

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ric**PURCHASE REQUEST**Dept./Office: **DLABS**Section/End-User: **Gilda P. Nayre**Funding Source: **General Fund - MOOE**PR #: **GF-2020-10-00191/0967**Date: **10-14-2020**Category: **Office Furniture & Fixture**Project Title/Code: **DLABS-2021(Higher Education)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office chair, with arm rest	pc	1	5,000.00		5,000.00
Specification: • at least (580mmx600mmx890-990mm) • Butterfly Mechanism = 360 Degree Swivel Seat • Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric • Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric • Arm: Polypropylene plastic • Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment						
2	Office Table	pc	1	4,000.00		4,000.00
Specification: • Laminated Wood, • One Long Drawer with 3 Side Drawers, • 2 Top Drawers with Locks. • color: Gray, Wenge. • Dimension: at least W22.75? x L47.25? x H29.5?						
TOTAL						9,000.00
Purpose: for department head's office						
Checked by: NORMAN O. VILLAS				Funds Available: MYRNA S. PANCITO		
TWG - Office Furniture & Fixture				HEAD, BUDGET OFFICE EDGARDO E. TULIN		
Signature:	Requested by: GILDA P. NAYRE	Noted by: JETT C. QUEBEC	Approved by: EDGARDO E. TULIN			
Printed Name:	GILDA P. NAYRE	JETT C. QUEBEC	EDGARDO E. TULIN			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU			