



## PURCHASE REQUEST

Dept./Office: **ODAS**PR #: **GF-2021-09-00725**Date: **09-01-2021**Section/End-User: **Aiza B. Besavilla**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **ODAS-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Office Table with Mobile Pedestal</b>	pc	1	12,500.00		12,500.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>Executive Desk with metal legs,</li> <li>Melamine Table Top Finish</li> <li>Size: 140cm x 70cm x 75cm</li> <li>with center pen tray</li> <li>Mobile pedestal: 3 drawers, H66cm x W40cm x D56cm, Compatible with the table</li> </ul>						
2	<b>Steel Cabinet, 4 drawers, Dark Green</b>	pcs	1	8,500.00		8,500.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>at least 45.2x 62 x 133.1cm (LWH)</li> <li>Vertical</li> <li>preferably dark green color</li> </ul>						
<b>TOTAL</b>						<b>21,000.00</b>
Purpose: Office Use						
Checked by: <div style="text-align: center;">   <b>NORMAN O. VILLAS</b> </div>				Funds Available: <div style="text-align: center;">   <b>MYRNA S. PANCITO</b> </div>		
TWG - Office Furniture & Fixture				HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	<b>AIZA B. BESAVILLA</b>		<b>RYSAN C. GUINOCOR</b>		<b>EDGARDO E. TULIN</b>	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	