



## PURCHASE REQUEST

PPMP No. : 191-5-2709-2023-1-0-3

PR No.: GF-2023-02-00234

Date: 02-20-2023

Dept./Office: OHP

Category: IT Supplies and  
Equipment

Section/End-User: Lea A. Illustrisimo

Funding Source: General Fund - MOOE

Project Title/Code: Planning Office Operations

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Microsoft Office 2021 Professional Plus Perpetual License	unit	4	7,000.00	LEA A. ILLUSTRISIMO	28,000.00

**Specification:**

- Includes Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher Access and Teams
- You will receive a License Key Card inside a Sealed Box
- The License is Perpetual / No Expiration.
- This is One-time purchase for 1 PC
- Compatible with Windows 11 and Windows
- Works with Microsoft Teams

<b>TOTAL</b>						<b>28,000.00</b>
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Purpose: For Office Use

Checked by:  <b>DIONESIO I. ESTUPA</b>		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
TWG - IT Supplies and Equipment			
Signature:	Requested by:  <b>LEA A. ILLUSTRISIMO</b>	Noted by:  <b>TONI MARC L. DARGANTES</b>	Approved by:  <b>EDGARDO E. TULIN</b>
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU