



Op# 1499-1500  
 9/22/21

## PURCHASE REQUEST

Dept./Office: **MMDC**PR #: **STF-2021-09-01057**Date: **09-20-2021**Section/End-User: **Windy O. Tuyan**Category: **IT Supplies and Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **WEBTEAM-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Online Platform for Workplace Communication	Yearly	1	200,000.00		200,000.00

**Specification:**

- Pilot test for 2 months ( December 2021 to January 2022)
- 1200 users for faculty and selected staff
- Account provisioning using Google Workspace
- Group Features
- Special section for knowledge base

	<b>TOTAL</b>					<b>200,000.00</b>
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Purpose: For office use.

Checked by:

**MICHAEL ANTHONY JAY B. REGIS**

Funds Available:

**ALICIA M. FLORES**

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:

Printed Name:

**WINDY O. TUYAN**

Designation:

END USER

Noted by:

**JED ASAPH O. CORTES**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU