



## PURCHASE REQUEST

Dept./Office: **USSO**Section/End-User: **Junard C. Gucela**Funding Source: **General Fund - MOOE**PR #: **GF-2021-09-00756**Date: **09-02-2021**Category: **Office Equipment**Project Title/Code: **ODS-OSSGA 2021 (OFFICE OF STUDENT SCHOLARSHIPS GRANTS & AWARDS)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	industrial fan	pc	1	3,500.00		3,500.00

**Specification:**

- ground type
- at least 18 inches metal blade
- three speed rotary switch controller
- tilting head adjustment with oscillation

	<b>TOTAL</b>					<b>3,500.00</b>
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Purpose: For Office use

Checked by: <div style="text-align: center;">   <b>NORMAN O. VILLAS</b>          TWG - Office Equipment       </div>		Funds Available: <div style="text-align: center;">   <b>MYRNA S. PANCITO</b>          HEAD, BUDGET OFFICE       </div>	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>JUNARD C. GUCELA</b>	<b>MANOLO B. LORETO JR.</b>	<b>EDGARDO E. TULIN</b>
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>