



PURCHASE REQUEST

Dept./Office: **ODCCE**PR #: **GF-2021-10-01345**Date: **10-18-2021**Section/End-User: **Angelica P. Baldos**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **CCE-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Table	pc	2	4,000.00		8,000.00

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						8,000.00
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Purpose: For office use

Checked by: NORMAN O. VILLAS		Funds Available: ALICIA M. FLORES	
TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE	
Signature:	Requested by: ANGELICA P. BALDOS	Noted by: ANGELICA P. BALDOS	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU