

**UNIVERSITY OF THE PHILIPPINES**

Quezon Hall, Osmeña Avenue, UP Diliman, Quezon City 1101

Equipment/Furniture/Furnishings Proposal Form

Fill out all fields of this form. Indicate N/A for fields that are not applicable. For fields requiring more space, attach separate sheets when applicable.

Proposing Unit		
1.	Date of Submission	
2.	Name of Proposing Unit	
	Contact Person	
	Contact Details	

Project Brief		
3.	Project Title	
4.	Background of the Project	
5.	Project Purpose	
6.	Proposed Budget	
7.	Proposed Delivery and Installation Schedule	

Existing Conditions		
8.	Age of Existing Equipment, Furniture, and/or Furnishings	
9.	List of Ongoing Purchase of Equipment, Furniture, and/or Furnishings	

Financial Implications on MOOE			
10.		Current Annual Cost	Projected Annual Cost
	Administrative Personnel		
	Utilities		
	Supplies		
	Total		



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Possible Funding Sources		
11.	Status of UGTFI/GTFI on the date of proposal submission	
12.	Status of Proposing Unit's Trust Fund on the date of proposal submission	
13.	Name of Foundation	
	Existing Funds (Balance) on the date of proposal submission	

Required Attachments:

1. Technical specification of equipment, furniture, and furnishings
2. Schematic Diagrams (for furniture and furnishings)
3. Perspectives (for furniture and furnishings)
4. Review and favorable endorsement from the Office of the Campus Architect (OCA) or equivalent unit
5. Favorable endorsement from the Office of the Chancellor

Prepared by:

Signature over Printed Name and Designation

Date: -----

Favorably Endorsed:

Signature over Printed Name and Designation

Date: -----

Recommending Approval:

Signature over Printed Name and Designation

Date: -----



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I. Technical Specifications of Furniture and Furnishings

Item	Description

II. Laboratory Perspective
