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PR-2023-0112-86683



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

## PURCHASE REQUEST

PPMP No. : 199-1-1914-2023-10-0-0

PR No.: STF-2023-01-00043

Date: 01-12-2023

Dept./Office: VEFI

Category: IT Supplies and  
 Equipment

Section/End-User: Cynthia Y. Manzano

Project Title/Code: VFES/Elementary

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson 003,Genuine Black 65mL	btl	6	350.00		2,100.00
2	Ink, EPSON 003,Genuine Cyan 65mL	btl	5	350.00		1,750.00
3	Ink, EPSON 003,Genuine Magenta 65mL	btl	5	350.00		1,750.00
4	Ink, EPSON 003,Genuine Yellow 65mL	btl	5	350.00		1,750.00
5	Ink, Epson, genuine (C) T664, 70 ml	pieces	3	350.00		1,050.00
6	Ink, Epson, genuine (M) T664, 70 ml	pieces	3	350.00		1,050.00
7	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	3	350.00		1,050.00
8	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	3	350.00		1,050.00
<b>TOTAL</b>						<b>11,550.00</b>

Purpose: For procurement of office supplies

Checked by:  <b>DIONESIO I. ESTUPA</b>		Funds Available:  <b>ALICIA M. FLORES</b>	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by:  <b>CYNTHIA Y. MANZANO</b>	Noted by:  <b>MA. RACHEL KIM L. AURE</b>	Approved by:  <b>EDGARDO E. TULIN</b>
Printed Name:	<b>CYNTHIA Y. MANZANO</b>	<b>MA. RACHEL KIM L. AURE</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU