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PR-2022-0906-60583



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

PURCHASE REQUEST

Dept./Office: DTE

PR No.: GF-2022-09-01407

Date: 09-06-2022

Section/End-User: Maria Precilla P. Balo

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DTE-2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
2	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
3	Pen, Ball, blue	pieces	50	10.00		500.00
4	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	3	500.00		1,500.00
5	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
6	Staple Wire, #35	boxes	2	30.00		60.00
7	Stapler, HD No.35	pc	1	350.00		350.00
8	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	3	155.00		465.00
TOTAL						5,325.00

Purpose: For Office Use

Checked by:  ALICIA M. FLORES TWG - Office Supplies		Funds Available:  ALICIA M. FLORES <i>for DTE</i> HEAD, BUDGET OFFICE <i>301</i>	
Signature: 	Requested by:  MARIA PRECILLA P. BALO END USER	Noted by:  JOEL Q. MABALHIN UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU <i>9/11/22</i>

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PR-2022-0906-60582



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

PURCHASE REQUEST

PR No.: GF-2022-09-01406

Date: 09-06-2022

Dept./Office: DTE

Category: IT Supplies and
Equipment

Section/End-User: Maria Precilla P. Balo

Project Title/Code: DTE-2023

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Brushless Motor (C2615290) Ricoh Gestetner DX2430	pc	1	1,258.92		1,258.92
2	Charge Roller for Gestetner MP2001L	pc	1	3,067.14		3,067.14
Specification: Part No. AD027018 for Gestetner Photocopier						
3	Cleaning Blade for Gestetner MP2001L	pc	1	950.64		950.64
Specification: Part No. AD04202059 for Gestetner Photociper						
4	DC Drive (C2615200) Ricoh Gestetner DX2430	pc	1	12,128.86		12,128.86
5	Developer for Gestetner MP2001L	pc	1	4,155.20		4,155.20
Specification: Part No. D1589640 for Gestetner Photocopier						
6	Harness (C2615280) Ricoh Gestetner DX2430	pc	1	848.80		848.80
7	HDMI to HDMI cable	piece	2	500.00		1,000.00
Specification: ?chord 1.8 meter long						
8	Ink, Epson 003,Genuine Black 65mL	btl	3	350.00		1,050.00
9	Ink, EPSON 003,Genuine Cyan 65mL	btl	3	350.00		1,050.00
10	Ink, EPSON 003,Genuine Magenta 65mL	btl	3	350.00		1,050.00
11	Ink, EPSON 003,Genuine Yellow 65mL	btl	3	350.00		1,050.00
12	Master Ejection (C2615230) Ricoh Gestetner DX2430	pc	1	1,404.58		1,404.58

13	Motor Assy C2745201) Ricoh Gestetner DX2430	pc	1	4,828.35		4,828.35
14	OPC Drum for Gestetner MP2001L	pc	1	7,253.12		7,253.12

Specification:

Part No. B0399510 for Gestener Photocopier

	TOTAL					41,095.61
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Purpose: For Office Use

Checked by:	Funds Available:
MICHAEL ANTHONY JAY B. REGIS	ALICIA M FLORES <i>ht OFE 2A1</i>
TWG - IT Supplies and Equipment	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARIA PRECILLA P. BALO	JOEL Q. MABALHIN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/11/12</i>