



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



PURCHASE REQUEST

Dept./Office: **VSUHSO** PR No.: **GF-2022-02-00104** Date: **02-08-2022**
Section/End-User: **Clara P. Mercado** Category: **Printing Services**
Funding Source: **General Fund - MOOE** Project Title/Code: **Admin Office - USHER**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Kyocera Toner kit black TK-1175	bit	1	8,000.00		8,000.00
TOTAL						8,000.00

Purpose: For office use.

Checked by:

JED ASAPH.D. CORTES

Funds Available:

ALICIA M. FLORES

TWG - Printing Services

HEAD, BUDGET OFFICE

Requested by:

CLARA P. MERCADO

Noted by:

ELWIN JAY V. YU

Approved by:

EDGARDO E. TUEN
PRESIDENT, VSU

Designation:

END USER

UNIT HEAD, PROJECT LEADER