



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

## PURCHASE REQUEST

PPMP No.: 146-1-335-2022-10-0-4

Dept./Office: USHER

Section/End-User: Clara P. Mercado

Funding Source: Special Trust Fund

PR No.: STF-2022-11-02355

Date: 11-21-2022

Category: IT Supplies and  
Equipment

Project Title/Code: Lab supplies; water meter etc.

| Item # | Item Description            | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|-----------------------------|------|-----|-----------|---------|------------|
| 1      | ECOSYS M2540DNL /M25401DW/L | pcs  | 2   | 7,410.00  |         | 14,820.00  |

Specification:

TONER: K-1175  
TONER CAPACITY (PAGES): 12000

|  |              |  |  |  |  |                  |
|--|--------------|--|--|--|--|------------------|
|  | <b>TOTAL</b> |  |  |  |  | <b>14,820.00</b> |
|--|--------------|--|--|--|--|------------------|

Purpose(s): For office use.

Checked by:

DIONESIO I. ESTUPA

Funds Available:

ALBRA M. FEORES  
HEAD, BUDGET OFFICE

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Requested by:

CLARA P. MERCADO

Noted by:

ELWIN JAY V. YU

Approved by:

EDGARDO E. TULIM  
PRESIDENT, VSU

Signature:

CLARA P. MERCADO

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU