



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

PURCHASE REQUEST

Dept./Office: **ISRDS**

PR #: **GF -2020-10-00478** /1267

Date: **10-15-2020**

Section/End-User: **Ernesto A. Gonzaga**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - CO**

Project Title/Code: **TP.AEFEP.12**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	External Hard Disk Drive (Portable, 1TB), USB 3.0	unit	1	3,800.00		3,800.00
2	Ink, Epson 003, Genuine Black 65mL	btl	4	350.00		1,400.00
3	Ink, EPSON 003, Genuine Cyan 65mL	btl	4	350.00		1,400.00
4	Ink, EPSON 003, Genuine Magenta 65mL	btl	4	350.00		1,400.00
5	Ink, EPSON 003, Genuine Yellow 65mL	btl	4	350.00		1,400.00
6	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	7	350.00		2,450.00
TOTAL						11,850.00

Purpose: For office supplies

Checked by: DIONESIO I. ESTUPA		Funds Available: MYRNA S. PANCITO	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: ERNESTO A. GONZAGA	Noted by: LILIAN B. NUÑEZ	Approved by: EDGARDO E. TULIN
Printed Name:	ERNESTO A. GONZAGA	LILIAN B. NUÑEZ	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU