

GF-2020-10-00500

PPMP #: 22-2-595-2021-8-0-6



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

## PURCHASE REQUEST

Dept./Office: **NARC**

PR #: **GF -2020-10-00500/1078**

Date: **10-15-2020**

Section/End-User: **Ma. Zaida A. Flores**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - CO**

Project Title/Code: **NARC A.III.C**

| Item #       | Item Description                      | Unit   | Qty | Unit Cost | PAR/ICS                | Total Cost       |
|--------------|---------------------------------------|--------|-----|-----------|------------------------|------------------|
| 1            | Ink, EPSON 003,Genuine Cyan 65mL      | btl    | 5   | 350.00    | FELICIANO G. SINON SR. | 1,750.00         |
| 2            | Ink, EPSON 003,Genuine Magenta 65mL   | btl    | 5   | 350.00    | FELICIANO G. SINON SR. | 1,750.00         |
| 3            | Ink, EPSON 003,Genuine Yellow 65mL    | btl    | 5   | 350.00    | FELICIANO G. SINON SR. | 1,750.00         |
| 4            | Ink, Epson, genuine, (BK) T664, 70 ml | pieces | 5   | 350.00    | FELICIANO G. SINON SR. | 1,750.00         |
| 5            | Toner for KYOCERA 1635, TK-410        | tubes  | 1   | 6,800.00  | FELICIANO G. SINON SR. | 6,800.00         |
| <b>TOTAL</b> |                                       |        |     |           |                        | <b>13,800.00</b> |

Purpose: For IT supplies and Equipment

|                                                                            |                               |                                                    |                |
|----------------------------------------------------------------------------|-------------------------------|----------------------------------------------------|----------------|
| Checked by:                                                                |                               | Funds Available:                                   |                |
| <br><b>MICHAEL ANTHONY JAY B. REGIS</b><br>TWG - IT Supplies and Equipment |                               | <br><b>MYRNA S. PANCITO</b><br>HEAD, BUDGET OFFICE |                |
| Signature:                                                                 | Requested by:                 | Noted by:                                          | Approved by:   |
| <br><b>MA. ZAIDA A. FLORES</b>                                             | <br><b>FELICIANO G. SINON</b> | <br><b>EDGARDO E. TULIN</b>                        |                |
| Designation:                                                               | END USER                      | UNIT HEAD, PROJECT LEADER                          | PRESIDENT, VSU |