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PR-2024-1114-235113



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

PURCHASE REQUEST

PPMP No. : PPMP-2024-111424-0578

PR No.: TF-2024-11-03141

Date: 11-14-2024

Dept./Office: DSS

Category: Office Equipment

Duration: 2023-02-16

Section/End-User: Emelita S. Pausanos

Project Title/Code: 20201050-1.113

to

2026-02-15

Funding Source: Trust Fund

Coconut Project

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	All-in-One Ink Tank Printer with ADF	piece	1	15,500.00		15,500.00
2	Ink, Epson 003,Genuine Black 65mL	btl	5	350.00		1,750.00
TOTAL						17,250.00

Purpose: Project purpose (Coconut)

Checked by:		Funds Available:	
 NORMAN O. VILLAS		 NICK FREDDY R. BELLO	
TWG - Office Equipment		(OIC) HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	EMELITA S. PAUSANOS	SUZETTE B. LINA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU