



GF-2020-10-00056



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

018 1883 10/26/20
PPMP #: 45-5-297-2021-8-0-0

PURCHASE REQUEST

Dept./Office: **DBt**PR #: **GF-2020-10-00056** /1299Date: **10-14-2020**Section/End-User: **Ma. Theresa P. Loreto**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DBt-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Brush, 1.5"	piece	1	10.00		10.00
2	Computer Keyboard USB	pcs	1	400.00		400.00
Specification: • Standard Keyboard with 104 Keys • USB Connection • Low Profile Key Caps • Minimum Key Noise • Laser Printing for Key Layout • Spill Resistant Design						
3	Ink, Epson, genuine (C) T664, 70 ml	pieces	5	350.00		1,750.00
4	Ink, Epson, genuine (M) T664, 70 ml	pieces	5	350.00		1,750.00
5	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	5	350.00		1,750.00
6	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	5	350.00		1,750.00
7	Mouse, Wired, Optical, USB	pieces	1	210.00		210.00
Specification: • USB Port Connectivity • Sensor: Optical • DPI: 1600 • Work method: Wired • Buttons: Left button, middle button, right button • Scroll wheel direction: Two way • Design highlights: Easy installation. 1600 DPI high-definition tracking engine. Anti-slip scroll wheel. Full-size, ambidextrous design						
8	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	500.00		500.00
TOTAL						8,120.00
Purpose: For administrative use.						

Checked by:		Funds Available:	
MICHAEL ANTHONY JAY B. REGIS		MYRNA S. PANCITO	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:	Noted by:	Approved by:
	MA. THERESA P. LORETO	MA. THERESA P. LORETO	EDGARDO E. TULIN
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU