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PR-2024-1007-228535



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0587**Dept./Office: **DSO**PR No.: **GF-2024-10-02330**Date: **10-07-2024**Section/End-User: **Junard C. Gucela**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **SSGAO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson 003,Genuine Black 65mL	btl	5	350.00		1,750.00
2	Ink, EPSON 003,Genuine Cyan 65mL	btl	3	350.00		1,050.00
3	Ink, EPSON 003,Genuine Yellow 65mL	btl	3	350.00		1,050.00
4	RISO Ink	box of 50's	2	2,300.00		4,600.00

Specification:

?RISO Ink KZ type

TOTAL						8,450.00
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Purpose: Used for the Office Equipment's

Checked by:		Funds Available:	
 NORMAN O. VILLAS TWG - Office Equipment		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	JUNARD C. GUCELA	JUNITO A. PANONCE	PROSE IVY G. YERES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU