



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

PURCHASE REQUEST

Dept./Office: **USSO**

PR #: **GF-2020-10-00629**

Date: **10-16-2020**

Section/End-User: **Meriam M. Luna**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ADMISSION Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson, genuine (C) T664, 70 ml	pieces	1	350.00		350.00
2	Ink, Epson, genuine (M) T664, 70 ml	pieces	1	350.00		350.00
3	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	2	350.00		700.00
4	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	1	350.00		350.00
5	Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	pieces	4	1,080.24		4,320.96
6	Ink, Gestetner DX2430M, Reisograph Copy Printer Master. 390g	piece	1	1,960.00		1,960.00
TOTAL						8,030.96

Purpose: for office use

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