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PR-2024-0305-

187393



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

### PURCHASE REQUEST

PPMP No. : 146-1-335-2024-2-0-32

PR No.: <sup>GF</sup>STF-2024-03-00936

Date: 03-05-2024

Dept./Office: **USHER**

Category: **IT Supplies and Equipment**

Section/End-User: **Clara P. Mercado**

Project Title/Code: **USHER-TONER TK**

Funding Source: **General Fund- MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Toner Kit,Ecosys M2540 dn/L	btls	3	8,000.00		24,000.00
<b>TOTAL</b>						<b>24,000.00</b>

Purpose: for Office Use

Checked by:

*[Signature]*  
**DIONESIO I. ESTUPA**

Funds Available:

*[Signature]*  
**ALICIA M. FLORES**

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
	<i>[Signature]</i> <b>CLARA P. MERCADO</b>		
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			