



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

PURCHASE REQUEST

Dept./Office: **PRCRTC**

PR #: **GF-2020-10-00647/1437**

Date: **10-16-2020**

Section/End-User: **Analyn M. Gumama**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **PRCRTC 107**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	EPSON L220 Ink Cartridge Black	btls	1	300.00		300.00
2	EPSON L220 Ink Cartridge Cyan	btls	1	300.00		300.00
3	EPSON L220 Ink Cartridge Magenta	btls	1	300.00		300.00
4	EPSON L220 Ink Cartridge Yellow	btls	1	300.00		300.00
TOTAL						1,200.00

Purpose: Project Use

Checked by: MICHAEL ANTHONY JAY B. REGIS		Funds Available: MYRNA S. PANCITO	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: ANALYN M. GUMAMA	Noted by: LISA I. ARCE	Approved by: EDGARDO E. TULINA
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU