



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

PURCHASE REQUEST

Dept./Office: **OUS**PR #: **GF-2020-10-00186/1021**Date: **10-14-2020**Section/End-User: **Antonieta D. Israel**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **OUS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Keyboard USB	pcs	2	400.00		800.00
Specification:						
• Standard Keyboard with 104 Keys • USB Connection • Low Profile Key Caps • Minimum Key Noise • Laser Printing for Key Layout • Spill Resistant Design						
2	Flash Drive, at least 32GB USB 3.0	piece	3	800.00		2,400.00
3	Ink, Epson, genuine (C) T664, 70 ml	pieces	2	350.00		700.00
4	Ink, Epson, genuine (M) T664, 70 ml	pieces	2	350.00		700.00
5	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	3	350.00		1,050.00
6	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	2	350.00		700.00
7	Laptop Stand Lifting Riser Holder Aluminum Height/Angle	pc	1	1,500.00		1,500.00
TOTAL						7,850.00

Purpose: for office use

Checked by: DIONESIO I. ESTUPA		Funds Available: MYRNA S. PANCITO	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: ANTONIETA D. ISRAEL	Noted by: GUIRALDO C. FERNANDEZ, JR.	Approved by: EDGARDO E. TULIN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			